7032 / 7033 User Manual

Table of Contents

Section 1 Installation and specifications
Section 2 Getting started
Section 3 Using the control panel
Section 4 Performing basic operations
Section 5 Setting up and using terminal features
Section 6 Printing and using reports
Section 7 Setting up the options
Section 8 Maintaining your terminal
Section 9 Solving problems

Index - A through L
Index - M through Z

1. Installation and Specifications 1-1

- Meeting your terminal's site requirements 1-2
- Space requirements 1-2
- Physical characteristics of the terminal 1-4
- Electrical requirements 1-4
- Environmental requirements 1-5
- Telephone requirements 1-5
- Unpacking your terminal 1-6
- Installing your terminal 1-9
- Install the operator guide 1-9
- Install the customer assistance label 1-9
- Connect the telephone handset and line cord 1-10
- Install output trays and load paper 1-10
- Install the power cord 1-12
- Verify terminal operation 1-12
- Adjust handset ring volume 1-14
- Knowing your terminal's specifications 1-15
- Type 1-15
- Telephone line required 1-15
- Compatibility 1-15
- Modem communication speeds 1-15
- Copy speed 1-15
- Resolution 1-16
- Document size 1-16
- Recording paper sizes 1-16
- Automatic document feeder (ADF) 1-16
- Scanning line density 1-17
- Regulatory notices 1-18
- United States data coupler user instructions 1-20
- Canadian data coupler user instructions 1-20
- United States radio noise emissions statement 1-22
- Canadian radio noise emissions statement 1-22

1. Installation and specifications

This chapter includes general information about your terminal and how to install the terminal.

Chapter 1 contains the following topics:

- Meeting your terminal's site requirements
  - Space
  - Physical
  - Electrical
  - Environmental
  - Telephone
- Unpacking your terminal
- Installing your terminal
- Knowing your terminal's specifications
- Regulatory notices

Meeting your terminal's site requirements

The following items must be considered in determining an appropriate site for the terminal.

Space requirements

Figure 1-1 and Figure 1-2 (front and top terminal views) show the minimum space requirements around the terminal as needed for normal operator functions and routine service maintenance functions. These requirements are the same for one or two paper tray units.

Figure 1-1. **Space requirements (front view)**

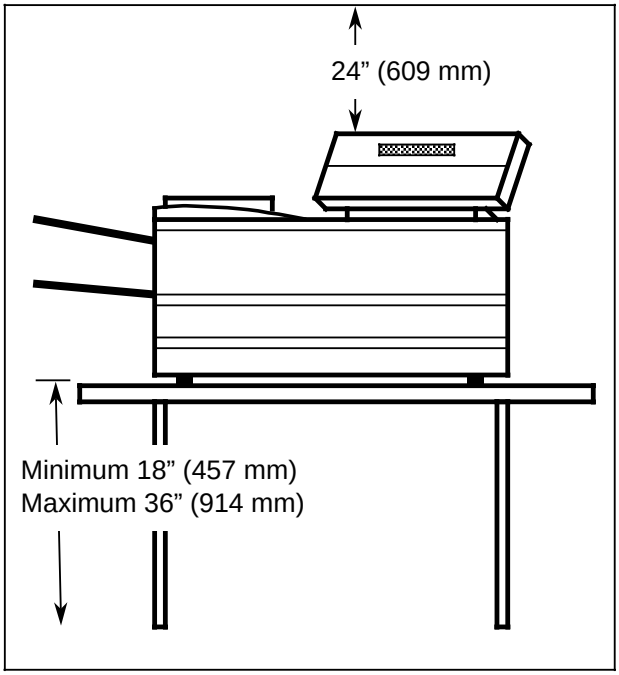
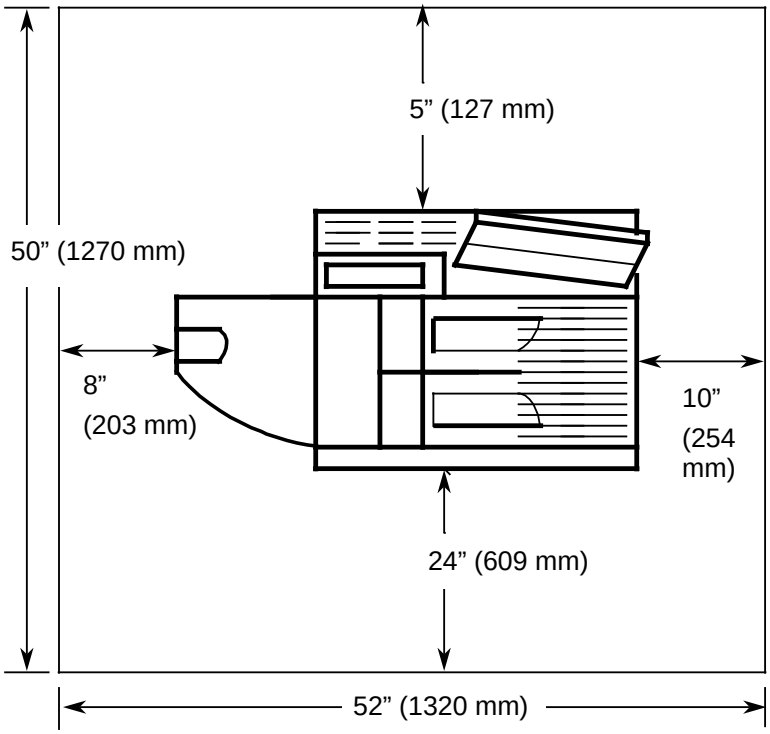


Figure 1-2. **Space requirements (top view)**



Floor space required: 50 x 52 inches (1270 x 1320 mm)

Physical characteristics of the terminal

Dimensions

One-tray version

20.8 in (w) x 21.2 in (d) x 17.3 in (h)

530 mm (w) x 540 mm (d) x 439.5 (h)

Two-tray version

20.8 in (w) x 21.2 in (d) x 21.5 in (h)

530 mm (w) x 540 mm (d) x 544.5 (h)

Weight

One-tray version

57 lbs (25.7 kg) unpackaged

74 lbs (33.4 kg) packaged

Two-tray version

9.4 lbs (42.6 kg) unpackaged

Electrical requirements

A standard two-pole, three-wire grounded receptacle is required within 5 feet (1.5 meters) of the terminal.

Voltage

The power line should be single phase (2 wires plus ground) with a 60 Hz cycle and a voltage between 104 to 127 VAC (nominal 120 VAC). Standby power consumption is less than 65 watts. The line should support a maximum power consumption of 230 watts during operation.

NOTE: For the European market, the power line should have a 50 Hz cycle and a voltage between 200 to 240 VAC.

Environmental requirements

Temperature

60°F to 90°F (15°C to 32°C)

Humidity

15% to 85% without condensation

Elevation

To 9,900 ft. (3,000 meters) above sea level

Heat dissipation

Operating . . . 785 BTU/hr

Standby . . . . . 221 BTU/hr

Telephone requirements

Terminal connecting jack must be within 5 feet (1.5 meters) of the terminal.

NOTE: This distance may vary in the European market.

Unpacking your terminal

In some locations, the delivery company sets up the terminal and ensures it is operational. In these cases, proceed to Chapter 2, “Getting Started.“

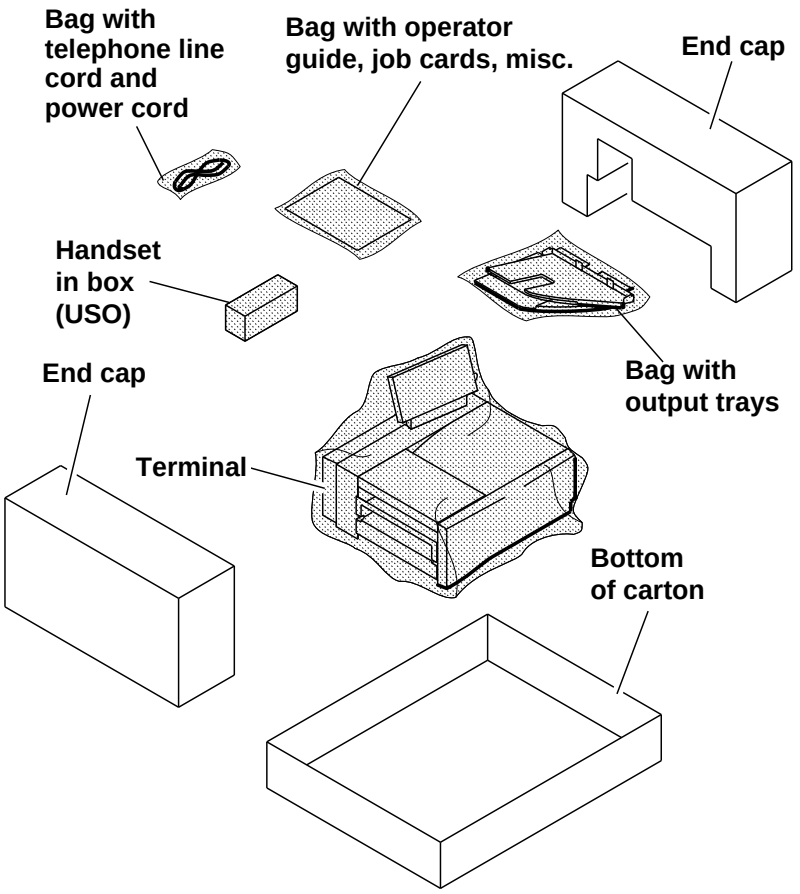
Do the following to unpack your terminal:

1. Cut around the bottom of the shipping carton. Refer to the directions on the carton.
2. Lift the top portion of the shipping carton off of the terminal.
3. Remove the accessory items (Figure 1-3 on the following page).
   a. Remove the accessory bag. The bag includes the following items.
      - Job reserve cards (1 package)
      - Customer assistance labels (North American market only)
      - Operator guide
      - Clean-ups
   b. Remove the bag containing the power cord and the telephone line cord.
   c. Remove the package of paper, document output tray, and copy output tray.
   d. If included, remove the telephone handset kit.
   e. Remove the left and right top end caps.

CAUTION

One person should not attempt to lift the terminal. To avoid injury, a second person should assist when placing the terminal in position.

Figure 1-3. **Shipping Carton Contents**



4. Set up the terminal.

   a. Using the left and right sides as lifting points, lift the terminal from the bottom of the carton.

   b. Position the terminal in the designated location. (refer to *Meeting your terminal's site requirements* for guidelines on site selection).

   NOTE: The table/stand for the terminal must be capable of supporting 75 pounds and meet the space requirements. A stand is available as an option from Xerox.

5. Remove shipping material.

   a. Remove all tape from external covers.

   b. Remove protective film from control panel.

   c. Open printer cover and remove any packing material from rollers.

6. Refer to *Installing your terminal* on the next page for additional instructions on terminal setup and installation.

Installing your terminal

If you have purchased an option for the terminal (other than the stand), a customer service representative will install the option(s). If you have not purchased an option, follow the directions below to assemble the terminal and check its operation.

Install the operator guide

1. Remove the operator guide from the accessory bag.
2. Slide the guide into the holder located below the paper tray.

Install the customer assistance label

1. Record the serial number and customer assistance telephone number on the customer assistance label.
   a. Copy the serial number from the plate located under the donor film cartridge near the rear frame.
2. Record the serial number in Chapter 9 of this handbook, in the section titled *Requesting Assistance.*
3. Install the customer assistance label.
   a. Remove the protective cover backing and carefully position the cover over the label.
   b. Place the label on the control panel base.

European market only:

Record all necessary details required by your organization.

Connect the telephone handset and line cord

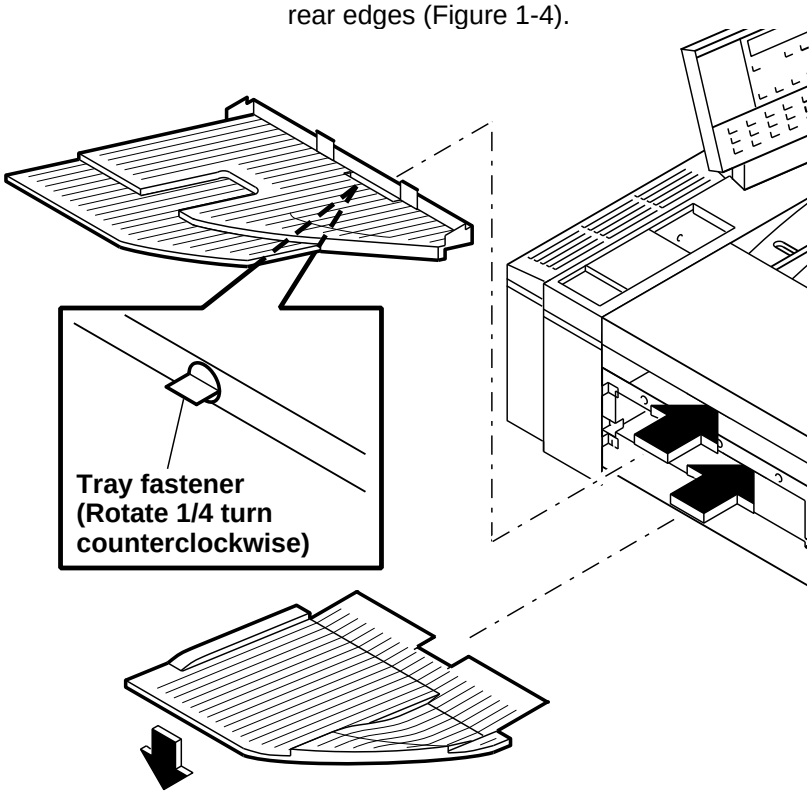
NOTE: These steps only apply when a handset is included.

1. Install the telephone handset.
   a. Remove the handset from the box and place the handset on the cradle.
   b. Insert the end of the telephone handset cord into the modular jack marked TEL on the terminal rear cover.
2. Install the telephone line cord.
   a. Insert one end of the telephone line cord into the modular jack marked LINE on the terminal rear cover.
   b. Insert the other end of the cord into the modular jack at the telephone wall jack.
3. Verify telephone operation.
   a. Lift handset and listen for a dial tone.
   b. If no dial tone is heard, check the connections. If checking the connections does not resolve the problem, call customer assistance (refer to *Requesting assistance* in Chapter 9).
   c. Place the handset on the cradle.

Install output trays and load paper

1. Install the document output tray (Figure 1-4).
   a. Position the document output tray in the upper slot of the left side cover.
   b. Rotate the tray fastener one-quarter turn counterclockwise to secure the tray in position.

2. Install the copy output tray by sliding the copy output tray into the lower slot of the left side cover. Bias the tray down slightly while sliding it in to secure the front and rear edges (Figure 1-4).



3. Load paper in the paper tray.
   a. Slide out the paper tray.
   b. Press down to latch the metal tray.
   c. Insert paper between metal guides up to fill line. If necessary, adjust the paper length block.
   d. Close tray.

Install the power cord

1. Locate and install the power cord.
   a. Plug one end of the power cord into the receptacle at the right rear corner.
   b. Verify polarity of the AC wall outlet, then plug the other end of the power cord into the wall outlet.
2. Verify power. Approximately 10 seconds after connecting the power cord, the display indicates:

```
     LOAD ORIGINALS FACE DOWN
00:00    ENTER TERMINAL ID/NAME     0-
```

   If this is not displayed, call customer assistance (refer to *Requesting assistance* in Chapter 9).

Verify terminal operation

1. Perform self test diagnostics.
   a. Lower the control panel door on the lower portion of the control panel and press [Diagnostics].
   b. Press [Select] until **Self Test** flashes; then press [Enter].
   c. If an error code is displayed during the test, record the error code, then press [Start] to continue the test.
   d. At the end of diagnostics, a test pattern prints and the display indicates:

```
          REPORT COMPLETE
```

   e. Close the control panel door.

2. Evaluate the diagnostic operation.

   a. If an error code was displayed during self test, call customer assistance (refer to *Requesting assistance* in Chapter 9).

3. Perform a copy operation.

   a. Place a document face down, with the lead edge to the left, into the automatic document feeder (ADF). Refer to *Getting started* in Chapter 2 for ADF location.

   b. Adjust the document guides to the width of the document. This display indicates:

```
SELECT FEATURES THEN DIAL OR
          RESERVE JOB
OR PRESS [COPY]
```

   c. Press [Copy]; then press [Start].

   d. The terminal prints a copy. When the copy operation is complete, a tone sounds and the terminal returns to idle mode after 5 seconds.

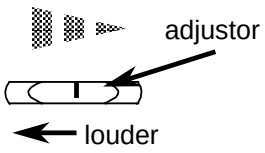
   e. Compare the copy with the original. If they compare, the scanner and printer are functioning correctly. If there are quality problems, call customer assistance (refer to *Requesting assistance* in Chapter 9).

Adjust handset ring volume

1. If the ring volume of the handset is not satisfactory, perform the following adjustment:

   a. Locate the volume adjustor on the side of the handset, as shown below in Figure 1-4:

   Figure 1-4. **Handset ring volume adjustor**



   b. Move the adjustor to the left or right, as desired. The far left setting (under the largest part of the triangle) is the loudest and the far right setting is the softest.

Knowing your terminal's specifications

Type

Desktop facsimile terminal

Telephone line required

Public switched telephone network

Compatibility

CCITT Group 2 and Group 3

Modem communication speeds (Group 3)

7033 and 7032 with Trellis modem option

14.4 Kbps, 12.0 Kbps, 9600 bps, 7200 bps, 4800 bps, or 2400 bps

7032 (base)

9600 bps, 7200 bps, 4800 bps, or 2400 bps

Copy speed

Single copy (A4/letter size original)
Approximately 22 seconds

Multiple copy - First page (A4/letter size orig.)
Approximately 22 seconds

Multiple copy - Subsequent pages (A4/letter size original) Approximately 11 seconds

Resolution

G3 . . . . . Superfine, Fine, and Standard

G2 . . . . . Standard only

Document size

Maximum width: . .	11.7 in (297 mm)
Minimum width: . . .	4.1 in (105 mm)
Maximum length: . .	18.11 in (460 mm)
Minimum length: . .	4.5 in (114.3mm)
Thickness:	0.0028 in (0.07 mm) to 0.0075 (0.19mm)
Weight:	13 to 36 pound bond (45 grams/sq m to 127.9 grams/ sq m basis weight)

Recording paper sizes

8.5 in (215.9 mm) x 11 in (279.4 mm)

8.5 in (215.9 mm) x 14 in (355.6 mm)

A4 - 8.3 in (210 mm) x 11.7 in (297 mm) (European market only)

B4 - 10.1 in (257 mm) x 14.3 in (364 mm) (European market only)

Automatic document feeder (ADF)

Up to 50 letter size

Up to 30 legal size

Mixed-weight stacks of more than 30 documents should include a maximum of four 32 or 36 pound documents.

NOTE: Using heavy weight documents reduces the ADF capacity.

Scanning line density

Horizontal

A3 (European market) . . . . . 3507 pels/297 mm ± 1%

B4 (North American market) . . . . . 3023 pels/256 mm ± 1%

Vertical

G3 (Super fine) . . . . . 15.4 lines per mm ± 1%
. . . . . (391.2 lines/inch ± 1%)

G3 (Fine) . . . . . 7.7 lines per mm ± 1%
. . . . . (195.6 lines/inch ± 1%)

G2/G3 (Standard) . . . 3.85 lines per mm ± 1%
. . . . . (97.8 lines/inch ± 1%)

Regulatory notices

United States data coupler user instructions

This facsimile terminal contains an internal data coupler. Its use is restricted by the FCC (Federal Communications Commission). To comply with the FCC rules, you must carefully read and follow the instructions listed below:

1. If requested, you must give the telephone company the following information:

   - The telephone number connected to this terminal.
   - The FCC registration number for the terminal:

     AQX63C-19885-DP-E

   - The ringer equivalence of the terminal: 0.5 B.

   NOTE: The registration number is issued by the FCC, under part 68 of its Rules and Regulations, for direct connection to a telephone line. The number is printed on the rear of the terminal.

WARNING

Ask your local telephone company for the modular jack type installed on your line. Connecting this terminal to an unauthorized jack can severely damage telephone company equipment. You, not Xerox, assume all responsibility and/or liability for any damage caused by the connection of this terminal to an unauthorized jack.

2. You may safely connect the terminal to a USOC RJ11C modular jack. Use the standard line cord (with modular plugs) provided with the installation kit to connect it.

   Do **not** connect this terminal to a party or coin operated phone line.

3. Repairs to the terminal should only be made by Xerox or an authorized Xerox service agency. This applies at any time during or after the service warranty period. If unauthorized repair is performed, the remainder of the warranty period is null and void.

4. If you find the telephone line is damaged or the telephone company notifies you that your terminal is causing damage, disconnect the terminal from the telephone line and call for service. Do **not** reconnect the terminal until necessary repairs are made.

5. The telephone company will, where practical, notify you when they need to temporarily disconnect service. However, if action is reasonable and necessary, but prior notice is not practical, they may still temporarily disconnect your service. In such cases they must:

   - Immediately notify you of their temporary action.
   - Reconnect service when the source of damage is removed.
   - Inform you of your rights to bring a complaint to the FCC under FCC rules.

6. The telephone company may make changes to its communications facilities, equipment, operations, or procedures. Such action must be reasonable, required in the operation of their business, and consistent with FCC rules. They must give you prior written notification if the changes can:

   - Make your terminal incompatible with their equipment.
   - Require modification or alteration of the terminal.
   - Otherwise physically affect performance of the terminal.

Canadian data coupler user instructions

Notice

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

CAUTION

Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

The Load Number assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices subject only to the requirement that the total of the Load Number of all the devices does not exceed 100.

DOC Registration

The terminal contains an internal data coupler. Its use is restricted by the DOC (Department of Communications).

Registered Permissive Mode Type

- Certificate number: CS03-5933
- Certification number: 482 3386A
- DOC Load number: 13

Interface options

The terminal may be connected to the following standard modular jack: RJ11C.

United States radio noise emissions statement

Class A notice

WARNING

This terminal generates radio frequency energy. It complies with Class A computing device limits defined in Sub-part J of Part 15 of FCC Rules. Those rules provide reasonable protection in a commercial environment against interference with radio communications. If this terminal is not installed or used as instructed in this manual, it may cause interference.

Operation of this equipment in a residential area may also cause radio or television interference. In this case you, at your own expense, will be required to correct the interference. An FCC booklet, "HOW TO IDENTIFY AND RESOLVE RADIO-TV INTERFERENCE PROBLEMS" (stock number 004-000-00345-4) is available from the U.S. Government Printing Office, Washington, D.C., 20402.

Canadian radio noise emissions statement

Class A notice

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

For any additional information contact:

Xerox Canada Inc.

5650 Yonge Street

North York, Ontario

M2M 4GF

2. Getting Started 2-1

- Terminal overview 2-2
- Major features of your terminal 2-4
- 7032/7033 features 2-4
- 7032/7033 differences 2-5
- Basic operations to get started 2-6
- Optional features 2-7
- 14.4 Kbps Trellis modem 2-7
- Auxiliary paper tray 2-7
- Encryption interface 2-7
- Handset (European market only) 2-8
- Hard disk drive 2-8
- Memory upgrade 2-8
- RS-232 (Serial computer interface) 2-8
- Stand 2-9

2. Getting started

Now that the terminal is installed, you need to become familiar with the features of your terminal and available options. This chapter provides an overview of the terminal's features.

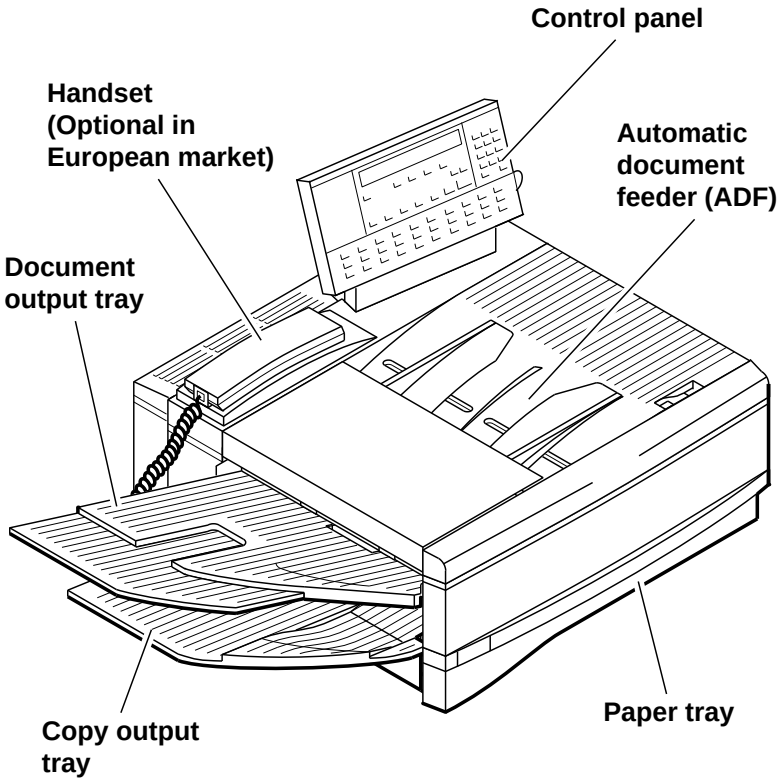
Chapter 2 includes the following topics:

- Terminal overview
- Major features of the terminal
- Basic operations to get started
- Optional features

Terminal overview

Figure 2-1 shows a tabletop facsimile terminal designed to provide easy access to a multitude of features.

Figure 2-1. **7032 / 7033 Terminal**



Beginning with the control panel and continuing clockwise around Figure 2-1, the illustrated components and their functions are:

- The **control panel** serves the following functions:
  - Displays available memory
  - Displays available terminal functions
  - Contains status and indicator functions
  - Contains a display to provide information, prompts, and error messages to the operator.
  - Provides access to the numerous terminal features
- Place documents face down in the **automatic document feeder (ADF)** for copying, transmitting, and storing to memory. The ADF has adjustable guides, called document guides, on each side which can be moved to accommodate various paper sizes.
- The **paper tray** holds the paper used to print received or copied documents.
- The **copy output tray** serves as a receptacle for printed documents (copied or received).
- The **document output tray** serves as a receptacle for the original documents fed through the automatic document feeder. It has an extender that can be pulled out if the original document is legal size.
- The **handset** (standard for the North American market, optional for the European market) serves as a telephone handset for regular telephone service and voice contact with a remote operator for a facsimile operation.

Major features of your terminal

This section discusses the major features that the 7032 and 7033 have in common, and the differences between the 7032 and 7033.

7032 / 7033 features

In addition to the basic operations of send, receive, and copy, the terminal supports the following additional features:

- Use of plain paper provides convenience and increased productivity
- One 300-sheet paper tray with an optional 300-sheet auxiliary paper tray
- High-speed transmission
- Security
  - Confidential mailbox
  - PIN access
  - Junk mail elimination
- Digital copying
- Use of Xerox High Definition Imaging Process
- Time-saving features, such as speed dialing
- Ease of operation
  - 2-line by 40-character display that provides easily understood prompts and messages to guide you through any operation
  - Pull-out operator guide

7032 / 7033 differences

There is a difference in some features between the 7032 and the 7033. Those differences in features are listed below:

- Dual access that allows simultaneous occurrence of more than one operation, such as receiving a document and copying a document is standard on a 7033, and optional on the 7032.
- The Trellis modem is standard on the 7033, and optional on the 7032.
- The standard memory on the 7032 is 15 pages with ECM turned off and 5 to 10 pages with ECM on. The standard memory on the 7033 is 55 pages.

Basic operations to get started

Table 2-1 below includes some basic operations that you may want to do when you first begin using your terminal, and shows a reference page indicating where the directions for each operation can be found.

Table 2-1. **Beginning basic operations**

If you want to perform this operation:	Go to page:
Assigning a local terminal ID	5-61
Setting the time and date	5-114
Sending a document	4-17
Making a copy	4-10
Enabling received/transmitted headers	5-95
Setting up the dial directory	5-24

Optional features

The terminal also supports several optional features. Any of the optional features must be installed by your Xerox service representative, except for the stand.

14.4 Kbps Trellis modem

The high-speed 14400 bit per second Trellis modem is standard on the 7033 terminal and optional for the 7032 terminal. With the higher resolutions of the 7032 / 7033 terminals, this modem offers the optimum transmission speed.

Auxiliary paper tray

One paper cassette comes as part of the terminal. An additional auxiliary paper cassette is available as an option. It is interchangeable with the cassette that comes with the terminal, i.e., it holds the same amount of paper, and accommodates the same paper sizes and weights.

NOTE: This option is required if you purchase the Hard Disk Drive option.

Encryption interface

The Encryption Interface option, required for connection to an encryptor (not supplied by Xerox), provides protection against unauthorized access or alteration of data during transmission. If an encryption device is installed, communications are only possible with units having the same type of encryptor and same encoded key. Normal machine operations apply.

You should only use encryption in a G3 communication environment. The G2 operations should be disabled.

Handset (European market only)

A handset is not included as part of the European market configuration base terminal. However, a handset is available as an option in some countries.

Hard disk drive

If more memory is required than available in the memory upgrade options, a 30 megabyte hard disk is available.

NOTE: The auxiliary paper tray option is required if you purchase this option. In the 7032, the 1 megabyte or 3 megabyte memory upgrade is also required.

Memory upgrade

One of the following two memory upgrade options is available:

- 1 megabyte plug-in board
- 3 megabyte plug-in board

RS-232 (Serial computer interface)

The RS-232 Computer Interface option provides an alternate input to and output from your terminal.

It provides an alternate input, from the host processor through the computer interface, to the terminal for the following:

- To locally print facsimile data or character-coded (ASCII) data.
- To send facsimile data or character-coded (ASCII) data to a remote facsimile machine.

The interface also serves as an alternate output from the terminal for the following:

- To record remotely generated facsimile data through the computer interface to the host processor.
- To record locally scanned facsimile data through the computer interface to the host processor.

Stand

The stand provides a convenient location to place the terminal and to store supplies and the User Handbook.

3. Using the Control Panel 3-1

- Display 3-2
- Liquid crystal display (LCD) 3-2
- Using control panel buttons in response to operator prompts 3-3
- LED indicators 3-4
- Memory available 3-4
- Operations being performed (dual access) 3-5
- Status indicators 3-7
- Upper/lower case 3-10
- Additional upper control panel functions 3-11
- Using the lower control panel buttons 3-12
- Functional variation 3-12
- Lower control panel functions 3-12
- Idle mode 3-16
- Program mode 3-17
- To enter program mode 3-17
- Time-out on display 3-17
- To exit program mode 3-18
- Terminal tones and alarms 3-19
- Procedure completion alarm 3-19
- Voice request tones 3-19
- Operator alert and fall back alarm 3-20
- Invalid input alarm 3-20
- Control button (keypad) tone 3-20

3. Using the control panel

Before using the features of the terminal, you should become familiar with control panel use.

Chapter 3 contains information about the following topics:

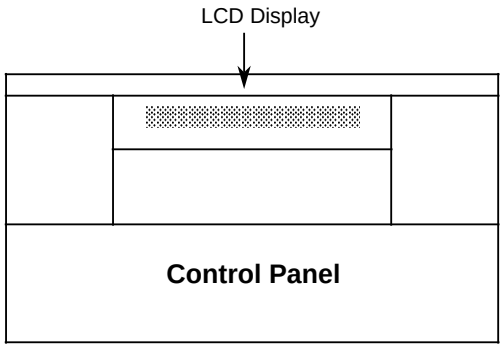
- Control panel display
- LED indicators
- Upper control panel functions
- Lower control panel functions
- Idle and program modes
- Terminal tones and alarms

Display

Liquid crystal display (LCD)

Figure 3-1 shows the control panel location of the Liquid Crystal Display (LCD), consisting of two lines with 40 characters each.

Figure 3-1. **LCD Location**



The LCD provides an area to display the following:

- Operator prompts - Brief messages to aid you in executing a procedure.
- Error messages - Brief messages to provide information about operational errors or faults.
- Fault codes - Four-digit codes that accompany the error messages.

Using control panel buttons in response to operator prompts

As noted previously, one of the functions of the LCD is to display operator prompts to aid you in executing a procedure. The prompts often include directions to press the buttons listed in the table below.

Table 3-1. **Control Panel Functions (Execution)**

Control Panel Button	Function
Start	Initiates operations, such as copy, send, and job reserve.
Stop	• If a job is active on display, aborts that job. • If a job not currently statused on display, aborts the current programming procedure.
Select	During program mode*, moves the cursor from one displayed feature to another.
Enter	During program mode*, causes feature selections or input data to be stored and moves programming to next level, if that exists.
Clear	• When entering data, deletes the character in the current cursor position. • If not entering data and a document present in the automatic document feeder, ejects the document or job card.
Exit	During program mode*, terminates the current segment or entire programming sequence. Depending on the point where [Exit] was pressed, entries made up to that point in the programming may or may not be stored.

* Refer to *Program Mode* in this chapter for information regarding program mode.

LED indicators

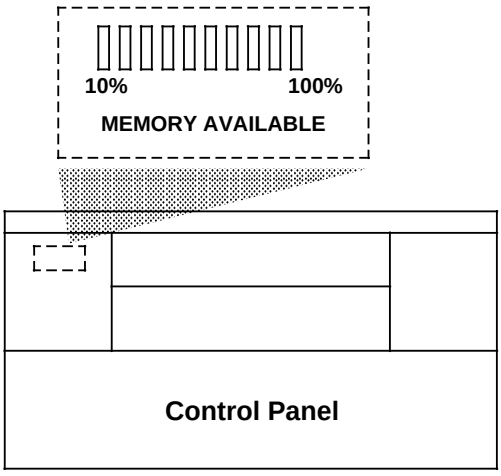
The control panel contains LEDs that indicate:

- Memory available
- Operations being performed
- Status of certain feature selections
- Selection of upper or lower case

Memory available

This indicator, shown in Figure 3-2, provides a relative percentage of available memory.

Figure 3-2. **Location of Memory Available Indicator**

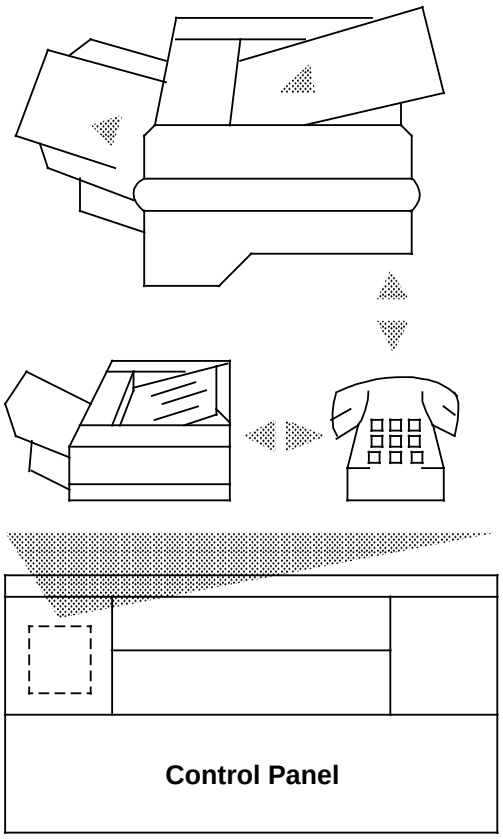


The indicator consists of ten LEDs, representing 10% to 100%, to show the operator the amount of available memory. Since this indicator is continuously updated, the amount shown is the current amount of available memory. This indicator functions like a gas gauge; as memory is used, the LEDs turn off.

Operations being performed (dual access)

This indicator shows the operator the availability of the printer, scanner, and telephone line.

Figure 3-3. **Location of indicator**



This indicator aids the operator in using the dual access feature, which allows two operations to run simultaneously. The combinations of operations allowed vary depending on the current terminal status. For example, if the terminal is receiving to memory, the scanner and printer are available to make a copy.

If the machine is active on a current job, only the functions of the first five buttons under the control panel door, ([Brief Message] through [Long Original]), [Directory Setup], [Pending Job Delete/View], and [Store for Polling] are available. If an operation is requested that cannot be performed, an invalid alarm will sound.

NOTE: If two operations are running simultaneously, there may be an increase in normal operating time.

The arrows indicate to the operator the terminal functions that are in use. Table 3-2 below lists which arrows indicate specific functions.

Table 3-2. **Arrow function indicator**

Function	Indicated by Arrows:
Printing from memory	1
Copying	1 and 2
Receiving to memory	3 and 4
Sending from memory	3 and 4
Receiving to printer	1, 3, and 4
Sending from scanner	2, 3, and 4

Status indicators

Several LEDs indicate the status of various features. Figure 3-4 shows the location of these LEDs on the Control Panel. Refer to Table 3-3 for a summary of the selections.

Figure 3-4. **Location of Status Indicators**

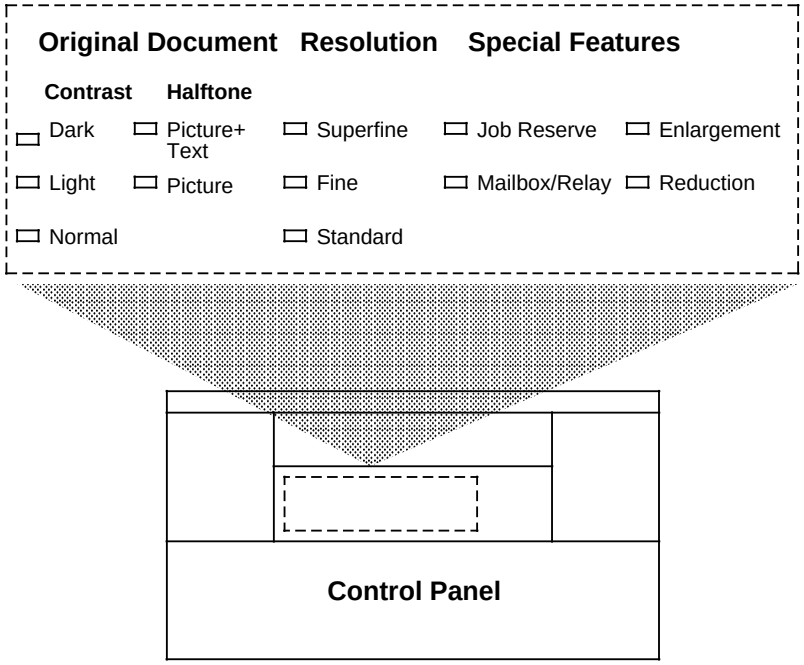


Table 3-3. **Function of Status Indicators**

LED Group	LED Selection	Description
Original Document (Contrast) *	Dark	Select the Dark text setting for transmission or copy of a document which has higher image densities with little contrast to background density areas.
	Light	Select the Light text setting for transmission or copy of a document which has lower than normal image to background density variation.
	Normal	Select the Light text setting for transmission or copy of a document which has normal image to background density variation.
Original Document (Halftone)	Picture+Text	Select this for transmission or copy when neither graphics nor text image is optimum. Provides better representation of text than picture setting. Provides better graphics representation than text contrast settings.
	Picture	Select for transmission or copy of a document containing shades of gray, such as a photograph. Provides the best graphics representation.

* The text contrast settings and halftone settings are mutually exclusive; i.e., text contrast settings are not applicable when you make a halftone selection, and vice versa.

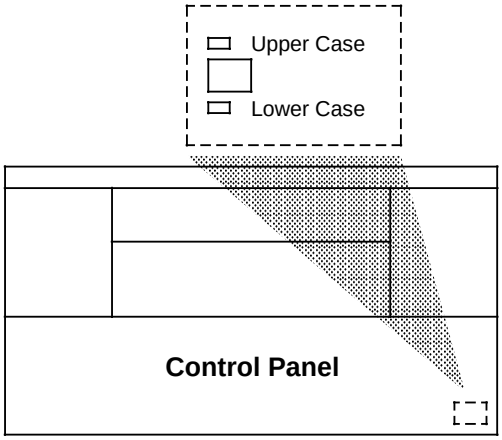
Upper/lower case

The upper/lower case LEDs, shown in Figure 3-5, indicate the following:

- When the control panel door is closed:
  - Upper case allows selection of one-touch dial buttons (assigned numbers 1-29).
  - Lower case allows selection of one-touch dial buttons (assigned numbers 30-58).
- When the control panel door is open:
  - Upper case indicates the button functions as a feature selection button.
  - Lower case indicates the character shown below the button is to be entered during programming.

Refer to *Using the lower control panel buttons* in this chapter for additional details.

Figure 3-5. **Location of Upper/Lower Case LED**



Additional upper control panel functions

Refer to Table 3-4 for functions of the remaining buttons on the upper half of the control panel.

Table 3-4. **Additional Upper Control Panel Functions**

Control Panel Button	Function
Job Status	Indicates status of foreground or background operations for dual access feature of 7033 and 7032 with additional memory.
Copy	Allows selection of paper tray (if auxiliary paper tray option installed) and selection of enlargement/reduction sizes for copying.
Poll/Man Rcv	Poll/Manual answer mode
Telephone Keypad (0-9, *, #)	Use to: • Manually enter a telephone number to send or poll a document. • Enter numbers (such as telephone numbers, date, time, or number of copies) during data entry while programming features or during job setup.
Speed Dial	Allows entry of a pre-assigned 3-digit auto dial number (assigned for a remote terminal).

Control Panel Button	Function
Pause	Use to: • Define a wait period between digits during the automatic dialing of a telephone number. Press [Pause] at desired wait period location during programming of telephone number. More than one pause can be inserted. • Prior to one-touch/speed dial activation, deactivates the 1 second automatic start procedure for send operations. • When manually dialing and the terminal is set for pulse dial, [Pause] selects DTMF (tone) dialing and the display indicates tone. This is used for remote devices that require tone dialing input.

Using the lower control panel buttons

Functional variation

The buttons on the lower half of the control panel serve different purposes depending on whether the control panel door is closed or open.

Control panel door closed

You can assign two one-touch destinations to each button on the lower portion of the control panel, except the Upper/Lower Case button. When the control panel door is closed, the button allows selection between the two possible one-touch destinations assigned to each button.

Control panel door open

When the control panel door is open, you can select the function listed above the button.

When data entry is required during programming for a function button, press the button with the desired character listed below it. If two characters are listed below the button, such as A and !, the button selects the character on the left; use of the Special Character button allows selection of the character on the right. Upper and lower case characters are available by pressing the Upper/Lower Case button (LED indicates current selection).

Lower control panel functions

Refer to Table 3-5 on the following pages for the functions of the lower control panel buttons during program mode (control panel door open). The buttons are listed from left to right on the control panel, beginning with the top row of this portion.

Table 3-5. **Lower Control Panel Functions**

Control Panel Button	Function
Brief Message	Select a preprogrammed message by number for the send header.
Delayed Start	Select and set up a delayed start operation.
Voice Request	Select a voice request operation. Options for voice request include pre-job, page end, or job end.
Communication	Select the communication mode (ECM, 4800 BPS, or 14400 BPS) (14400 BPS is not applicable to 7032 base terminal.
Long Original	Select ON for documents longer than 24“.
Activity Report	Select manual printing of an activity report for all terminal activity or individual report if in By Account mode.
Pending Job Report	Prints a report on current memory status and pending jobs, including redials.
Job Reserve Report	Prints a report on job reserve recorded data.
Dial Directory Report	Prints a report of phone number(s) in the dial directory.
System Reports	Select user account/mailbox or options report. Also, select master journal report in By Account mode.
Terminal Options	Contains data input menus for selecting user access, user account, copy inhibit, receive to memory, print from memory, hard disk reformat, junk mail elimination, out-of-paper receive to memory, memory reallocation.
Time & Date	Enter date and time; includes selection of 12 or 24 hour clock.

Idle mode

When the terminal is plugged in, it is in idle mode. Following the successful completion of an operation or when an operation is not pending, the terminal returns to idle mode.

Depending on such circumstances as whether a document is in the automatic document feeder, the idle mode display differs. An example of an idle mode display is:

```
       LOAD ORIGINALS FACE DOWN
10:25 AM                      1-15-90
```

NOTE: In the North American market, the date display format is MM-DD-YY. In the European market, the date display format is DD-MM-YY.

Most idle displays provide information regarding loading originals, loading job reserves, copying, or printing from memory.

NOTE: When the terminal is first plugged in, the following is displayed in the idle mode:

```
       LOAD ORIGINALS FACE DOWN
00:00   ENTER TERMINAL ID/NAME     0-
```

*The **ENTER TERMINAL ID / NAME** portion of the display disappears after you assign the terminal ID and local name. Refer to Local terminal ID in Chapter 5 for directions on assigning the terminal ID. Refer to Local terminal name in Chapter 5 for directions on assigning the local name.*

Program mode

The buttons on the bottom half of the control panel serve two functions:

- One-touch dial buttons
- Selection of options/features for the terminal

To use the buttons for option/feature selection, the terminal must be in program mode.

To enter program mode

1. Open the control panel door. The following is displayed:

```
  PRESS APPROPRIATE BUTTON(S) TO
MAKE
                SELECTIONS
```

2. Press the desired feature button. Refer to Chapters 4-7 in this manual for details on use of these features.

Time-out on display

When the terminal enters program mode (control panel door open or feature programming completed), the following is displayed:

```
  PRESS APPROPRIATE BUTTON(S) TO
MAKE
                SELECTIONS
```

If no further activity is detected by the terminal within one minute following the appearance of the previous display, the following is displayed:

```
    CLOSE CONTROL PANEL DOOR
```

At this point, the terminal is still in program mode.

- If you wish to select another feature, press the appropriate feature button.
- If you do not want to select another feature at this time, close the control panel door. The terminal returns to idle mode.

To exit program mode

1. One of the following must be displayed:

```
  PRESS APPROPRIATE BUTTON(S) TO
MAKE
                SELECTIONS
```

or

```
    CLOSE CONTROL PANEL DOOR
10:25 AM                          1-
                                  15-90
```

2. Close the control panel door.

Terminal tones and alarms

The terminal utilizes the following five audible tones and alarms to indicate various conditions:

- Procedure completion alarm
- Voice request tones
- Operator alert and fall back alarm
- Invalid input alarm
- Control button (key pad) tone

Procedure completion alarm

A tone sounds to indicate completion of facsimile or copying operation based on the following:

- If the procedure is successful, the tone sounds for approximately 1 second.
- If the procedure is not successful, the tone sounds for 3 - 5 seconds. The tone may be accompanied by a visual fault indication, such as an error message on the display.

Voice request tones

A continuous pattern of three short tones followed by a pause indicates the remote operator wants to establish voice contact.

Operator alert and fall back alarm

An intermittent tone indicates the terminal requires operator attention.

Invalid input alarm

Two short tones indicate that the action has not been accepted when a control panel button is pushed.

Control button (keypad) tone

If enabled by the operator, this short tone sounds when a control panel button is pressed.

4. Performing Basic Operations 4-1

- Dialing 4-2
- To manually dial 4-3
- To dial with one-touch dialing 4-3
- To dial with speed dialing 4-4
- To dial permanent dial groups 4-5
- Interactive dialing 4-7
- Using a pause 4-7
- Redialing 4-9
- Making copies 4-10
- To make copies 4-10
- Polling a remote terminal 4-13
- Receiving a document 4-15
- To automatically receive a document 4-15
- To manually receive a document 4-16
- Sending a document 4-17
- Sending a document to one location 4-17
- Sending a document to multiple locations 4-19

4. Performing basic operations

This chapter begins with an overview for the dialing options available with this terminal. The chapter also contains directions for basic terminal operations (refer to Chapter 5 for additional enhancements to the basic operations).

Refer to Table 4-1 below for specific chapter contents.

Table 4-1. **Chapter 4 contents**

Chapter Section	Description	Page
Dialing	Directions for manual, one-touch, and speed dialing; directions for adding a pause; and redial information.	4-2
Making copies	Directions for making single or multiple copies.	4-10
Polling a remote terminal	Directions for polling operation.	4-13
Receiving a document	Directions for manually or automatically receiving a document.	4-15
Sending a document	Directions for sending a document.	4-17

Dialing

There are four different methods for dialing telephone numbers:

- Manual dialing
- Interactive dialing
- Speed dialing
- One-touch dialing

With *manual dialing,* you can dial the telephone number by using the keypad on the control panel or other attached telephone. A maximum of 128 digits can be entered using this method.

Interactive dialing allows digits to be dialed as they are pressed on the telephone keypad of the terminal. This feature is used when dialing remote devices that require tone commands such as Xerox FaxMaster or telephone messaging services.

Up to 150 numbers can be stored in the dial directory. With *speed dialing,* you can dial any one of these 150 telephone numbers by using the Speed Dial button and entering the 3-digit code.

Even though numbers 001 through 150 can be used for speed dialing, you can use numbers 001 through 058 for the one-touch dialing. With *one-touch dialing,* you can dial the telephone number by using the One-touch keys. located on the bottom portion of the control panel.

Refer to *Directory Setup* in Chapter 5 for directions on assigning the telephone numbers in the dial directory.

To manually dial

1. Place the document face down in the automatic document feeder. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
OR PRESS [COPY]
```

2. Enter the desired telephone number using the telephone keypad. As you enter the number, the following is displayed:

   NOTE: With this procedure, the number is not dialed until all digits are entered and the terminal has started. Pauses may be required for proper dialing sequence. Refer to "Using a pause" on page 4-7.

```
>(numbers appear here as
entered)
     DIAL NUMBER THEN PRESS
```

3. After entering the number, press [Start].

   The terminal scans the document into memory, automatically dials, and starts the send operation.

To dial with one-touch dialing

1. Place the document face down in the automatic document feeder. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
OR PRESS [COPY]
```

2. If needed, press the Upper/Lower Case button to indicate whether you want the telephone number above or below the one-touch key.

3. Press the one-touch key assigned to the desired telephone number. The following is displayed briefly:

```
>(number)
        PREPARING TO SEND        :nnn
```

where **(NUMBER)** is the telephone number or name assigned to the one-touch key pressed in this step and **nnn** is the dial directory number.

4. Then, the following is displayed:

```
      STORING PAGE TO MEMORY
SIZE % : 100
```

The **SIZE** shows the percentage of reduction selected (**100** in the example display).

5. The terminal then dials the telephone number and automatically sends the document.

To dial with speed dialing

1. Place the document face down in the automatic document feeder. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
OR PRESS [COPY]
```

2. Press [Speed Dial]. The following is displayed:

```
ENTER SPEED DIAL NUMBER           >
```

3. Using the telephone keypad, enter the 3-digit code assigned to the desired telephone number.

4. After the last digit of the code is entered, the following is displayed:

```
>(number)
     PREPARING TO SEND      :nnn
```

where:

(number) is the telephone number or name assigned to the code entered in Step 3.

nnn is the code entered in Step 3.

5. The terminal scans the document to memory, automatically dials, and starts the send operation.

To dial permanent dial groups

1. If sending, place document face down in the automatic document feeder.
2. Press [Speed Dial].
3. Using the telephone keypad, enter the 3-digit code assigned to the desired permanent dial group. Refer to Table 4-2 at the top of the next page.
4. After the [*] is entered, another speed dial entry can be selected.
5. When all speed dial selections have been entered, press [Start] to send or [Poll] to receive.

Table 4-2. **Permanent Dial Groups**

Permanent Group Access Code	Dial Directory Number
00*	001-009
01*	010-019
02*	020-029
03*	030-039
04*	040-049
05*	050-059
06*	060-069
07*	070-079
08*	080-089
09*	090-099
10*	100-109
11*	110-119
12*	120-129
13*	130-139
14*	140-149
***	001-150

Interactive dialing

1. If sending, place document face down in the automatic document feeder.
2. Lift handset (not available in all countries) or press [Speed Dial] followed by [#].
3. Using the terminal's telephone keypad, dial the required digits. Digits are dialed as the keys are pressed.
4. After the dialing sequence, press [Start] to send or [Poll] to receive. To terminate the connection, hang up the handset or press [Stop].

Using a pause

If the terminal is set for pulse dialing (and in manual dial mode), the operator can press the Pause button to switch to DTMF (tone) dialing.

Once pressed, the terminal transmits DTMF tones for each depression of a keypad button. The terminal remains in the DTMF mode of operation until one of the following occurs:

- The terminal is powered off.
- The telephone operation is completed.
- The associated facsimile operation is completed.

If the Pause key is selected before using a one-touch or speed dial number, the auto start function is turned off and multiple one-touch/speed dial numbers may be entered for store and forward (broadcast) and multipolling operations.

When programming the dial directory, a pause may be included anywhere in the telephone number by pressing the Pause button. Add multiple pauses as necessary to increase the pause time. Use the Pause button whenever waiting is required before the next number can be dialed.

Do not insert a pause unless there is an expected delay.

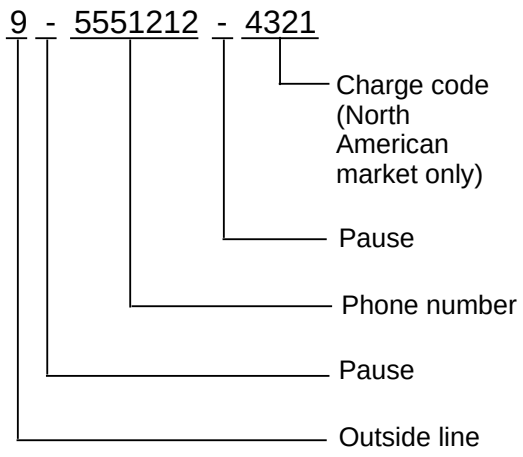
An example would be dialing into a system that uses charge code numbers after your telephone number. A pause should be entered to ensure the system is ready to accept these numbers.

1. While using the telephone keypad to enter the number, press [Pause] after the appropriate number.

   A dash appears after the appropriate number each time [Pause] is pressed.

   Figure 4-1 shows an example of a pause.

   Figure 4-1. **Pause example**



Redialing

Redialing automatically occurs if the remote terminal is busy.

The terminal automatically redials a telephone number every five minutes (time that can be changed by the operator). It attempts to redial three times.

NOTE: In the North American market, the number of redial attempts (0 to 10) and the time between attempts (0 to 255 minutes) can be changed by using the Redial Options button (refer to Redial options in Chapter 5 for this procedure). The time can be modified in one minute intervals.

If the telephone rings while the terminal is waiting to redial, the terminal automatically answers the telephone and proceeds with the new job. When the new job is complete, the terminal returns to the pending redial.

To terminate a pending redial, print a Pending Job Report (refer to *Pending job report* in Chapter 6). From the report, obtain the job number (in the **No.** column).

Then, use [Pending Job View/Delete] to delete the job number (refer to *Pending job viewing/deleting* in Chapter 5).

Making copies

The terminal can serve as a copier that allows user selection of:

- Number of copies
- Paper tray selection (if auxiliary paper tray option installed)
- Original Document (text or half-tone image)
- Resolution
- Image enlargement or reduction

To make copies

1. Load the originals face down in the automatic document feeder and adjust the document guides. If the document is legal size paper, adjust the extender on the document output tray.
2. Press [Copy]. The following is displayed:

```
NUMBER OF COPIES>01,
                                    <100%
                                        >
```

Note: If the auxiliary paper tray option is installed, the following is displayed:

```
NUMBER OF COPIES>01, UPPER TRAY
<100%>
PRESS [SELECT] FOR LOWER TRAY OR
```

3. Using the telephone keypad, enter the number of copies desired (1-99).

   NOTE: If multiple copies of multiple originals are desired, the terminal copies the originals to memory (provided enough memory exists), and then automatically collates the copies as they are printed.

4. If the auxiliary paper tray option is installed, select the desired paper tray.

   a. If the upper tray is desired, no action is required.

   b. If the lower tray is desired, press [Select].

   Note: The display indicates the selected paper tray.

5. Select the original document features (refer to *Status Indicators* in Chapter 3).

6. Select the resolution (refer to *Status Indicators* in Chapter 3).

7. If no enlargement or reduction is required, go to Step 8.

   a. If enlargement is desired, go to *A. Enlargement* on the next page.

   b. If reduction is desired, go to *B. Reduction* on the next page.

8. Once all of the desired functions are set, press [Start]. The following is displayed:

```
COPYING DOCUMENT:                nm/NM
10:25 AM                       1-15-90
```

   where:

   nm = number of copies currently made

   NM = number of copies to be made.

9. Once copying is complete, the following is displayed:

```
COPY OPERATION COMPLETE          nm/NM
10:25 AM                       1-15-90
```

A. Enlargement

1. Press the Enlargement/Reduction button until the Enlargement LED is lit. The following is displayed:

```
   SIZE % > 122,141
 PRESS [SELECT] THEN [ENTER] OR
[START]
```

2. Press [Select] until the desired percentage flashes; then press [Enter].
3. Return to Step 8 of the Making Copies procedure.

B. Reduction

1. Press the Enlargement/Reduction button until the Reduction LED is lit. The following is displayed:

```
   SIZE % >
100,97,91,84,76,50,AUTO
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: AUTO means that the terminal automatically calculates the best percentage for reduction of the document.

2. Press [Select] until the desired percentage flashes; then press [Enter].
3. Return to Step 8 of the Making Copies procedure.

Polling a remote terminal

Polling is a basic receive operation. The only way it differs from the normal receive operation is that you initiate the operation by dialing the remote terminal. The remote terminal must have documents loaded for this operation.

1. Enter the number of the remote terminal.
2. Press [Poll/Man Rcv]. If your terminal is not set up to receive and store documents to memory, the following is displayed (refer to *Memory options* in Chapter 5.):

```
RECEIVING DOCUMENT    (96)       # 1
                                CCITT G3
```

   The display shows the communication mode and speed, and the number of each page as it is received.

   If your terminal is set up to receive and store documents to memory, the following is displayed:

```
  RECEIVING DOCUMENT TO MEMORY
```

3. Once the document is received, one of the following occurs:
   - If your terminal is not set up to receive to memory, the document is printed.

- If your terminal is set up to receive to memory, the document can be printed by doing one of the following:
  - Select **PRINT FROM MEMORY** from the [Terminal Options] menu (refer to *Memory options* in Chapter 5). Memory clears after printing.
  - Print a Pending Job Report (refer to *Pending Job Report* in Chapter 6). From the report, obtain the number of the document to be printed (in **No.** column). Then use [Pending Job View/Delete] to print the document (refer to *Pending job viewing/deleting* in Chapter 5). Using the view selection does not clear memory.

4. Once the operation is complete, the terminal returns to idle mode.

Receiving a document

There are two basic ways to receive a document on your terminal:

- Automatically by an unattended terminal
- Manually which requires user action

To automatically receive a document

NOTE: On the 7033, the displays in Steps 1-3 are only displayed if [Job Status] has been pressed after the terminal has answered the call.

1. When your terminal detects an incoming telephone call and [Job Status] is pressed, the following is displayed:

```
          INCOMING CALL
```

2. The terminal automatically answers the telephone. The following is displayed:

```
RECEIVING DOCUMENT              (96)
                          (CCITT G3)
```

3. As each page is received, the page number is displayed.

```
RECEIVING DOCUMENT           (96)  #
                                   1
                          (CCITT G3)
```

4. Once the document is received, one of the following occurs:
    - If the terminal is not set up to receive to memory, the document is printed.
    - If the terminal is set up to receive to memory, the document can be printed by doing one of the following:
        - Select **PRINT FROM MEMORY** from the [Terminal Options] menu (refer to *Memory options* in Chapter 5). Memory clears after printing.
        - Print a Pending Job Report (refer to *Pending Job Report* in Chapter 6). From the report, obtain the number of the document to be printed (in **No.** column). Then use [Pending Job View/Delete] to print the document (refer to *Pending job viewing/deleting* in Chapter 5). Using the view selection does not clear memory.
5. The terminal returns to idle mode.

To manually receive a document

There are two ways to manually receive a document on your terminal:

- In the manual answer mode, answer a call and then receive documents by pressing [Poll/Man Rcv] on the upper portion of the control panel.
- Initiate a call and have a document sent from the remote terminal. This is called polling; refer to *Polling a remote terminal* in this chapter for this procedure.

Sending a document

Sending a document to one location

1. Place the document face down in the automatic document feeder. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
OR PRESS [COPY]
```

2. Enter the desired telephone number using the telephone keypad. As you enter the number, the following is displayed:

```
>(numbers appear here as
entered)
     DIAL NUMBER THEN PRESS
```

3. After entering the desired number, press [Start]. The terminal then loads (into memory) the document in the automatic document feeder as the following is displayed:

```
      STORING PAGE TO MEMORY
SIZE % : 100
```

   The **SIZE** shows the percentage of reduction selected (**100** in the example display).

   NOTE: If the Page Count feature of the terminal is on, you are prompted to enter the number of pages in the batch (refer to Page count requirements in Chapter 5).

4. After the document is stored to memory, the following is displayed:

```
>(number)
     DIALING TELEPHONE NUMBER
```

NOTE: The number displayed is the same number entered in Step 2.

5. After the telephone connection has been made, the status of the transmission is displayed. The status notes the document is being sent (**SENDING**), the sending speed (**96** in example), and the communication mode (**CCITT G3** in example is displayed only if no remote terminal ID is available).

```
SENDING DOCUMENT    (96)
                    (CCITT G3)
```

6. As each page is completed, the page number is displayed. On the 7033, select [Job Status].

```
SENDING DOCUMENT    (96)       # 1
                           (CCITT G3)
```

7. When the operation successfully completes, a tone sounds.
8. The terminal returns to idle mode.

Sending a document to multiple locations

Store and forward, commonly referred to as broadcast, is sending to multiple locations. The terminal can send to multiple locations using group dial for repetitive operations. Refer to *Dial groups* in Chapter 5 for this operation. For a store and forward operation not using group dial, use the following procedure.

1. Place the document face down in the automatic document feeder.
2. Press [Pause].
3. Enter the desired dial directory locations using speed dial or one-touch.
4. After all of the dial directory locations are entered, press [Start]. The terminal then loads (into memory) the document and starts the store and forward operation.

5. Setting Up and Using Terminal Features 5-1

- Auto/manual answer, selecting 5-3
- Specifying auto or manual answer 5-3
- Specifying length of auto answer delay 5-4
- Brief messages, using 5-6
- Defining a brief message 5-6
- Viewing a brief message 5-7
- Sending a brief message 5-8
- Communication mode, setting 5-9
- Setting the default communication mode 5-9
- Setting communication mode for a specific job 5-12
- Company logo, assigning 5-15
- Continuous poll option, enabling 5-17
- Contrast level for original document, setting up 5-18
- Copy availability 5-20
- Delayed start option, setting up 5-21
- Planning for the dial directory 5-24
- Setting up the dial directory 5-25
- Setting up additional dial directory features 5-33
- Dial groups, setting up 5-41
- Planning for the dial groups 5-41
- Defining a dial group 5-42
- Document storage for polling and delection after polling 5-45
- Storing a document for polling 5-45
- Specifying stored document deletion/storing after poll operation 5-46
- Dual Tone Multi Frequency (DTMF) feature 5-48
- DTMF command sequence overview 5-48
- FaxMaster DTMF commands supported by the 7032/7033 5-50
- Hard disk, reformatting 5-51
- Job reserve feature, using 5-53
- Reserving a new job 5-53
- Using a reserved job 5-56
- Viewing a reserved job 5-57

- Canceling a reserved job 5-58
- Junk mail, eliminating 5-59
- Local terminal ID, assigning 5-61
- Local terminal name, assigning 5-62
- Long original transmission/scan, enabling 5-64
- Mailbox functions, using 5-65
- Clearing mailbox contents 5-65
- Retrieving mail 5-66
- Sending mail 5-70
- Storing mail in a local mailbox 5-73
- Memory options, specifying (receive, out of paper receive, print, memory full) 5-76
- Specifying receive to memory option 5-76
- Specifying out of paper receive to memory option 5-78
- Specifying print from memory option 5-80
- Specifying memory full option 5-81
- Memory reallocation 5-82
- Page count requirements, specifying 5-85
- Pending job, view/deleting 5-86
- Viewing/deleting a document and associated job information 5-86
- Deleting a pending poll operation 5-89
- Receive interval, specifying 5-91
- Received document reduction ratio, selecting 5-93
- Received/transmitted header, enabling 5-95
- Enabling a received header 5-95
- Enabling a transmitted header 5-98
- Redial options, specifying 5-100
- Specifying the number of redial attempts 5-100
- Specifying the redial attempt interval 5-101
- Relay send operation, performing 5-103
- Using DTMF to relay send 5-103
- Using the mailbox/relay button to relay send 5-104
- Using dial directory to relay send 5-106
- Resend operation (after interruption), setting up 5-107

- Resolution and original document defaults, setting 5-109
- Terminal volume levels (alarms, control panel, dialing), setting 5-110
- Setting the alarm volume 5-110
- Setting the control panel volume 5-111
- Setting the dialing volume 5-112
- Time and date, setting 5-114
- User access, setting 5-116
- User account, setting up/deleting 5-118
- A. Mailbox 5-121
- B. Name 5-122
- Voice request, signaling 5-123

5. Setting up and using terminal features

This chapter contains information about setting up the terminal and using the terminal features not discussed in Chapter 4. Refer to Table 5-1 below for specific chapter contents.

Table 5-1. **Chapter 5 contents**

Function	Page
Auto/manual answer, selecting	5-3
Brief messages, using	5-6
Communication mode, setting	5-9
Company logo, assigning	5-15
Continuous poll option, enabling	5-17
Contrast level for original document, setting up	5-18
Copy availability, specifying	5-20
Delayed start operation, setting up	5-21
Dial directory, setting up	5-24
Dial groups, setting up	5-41
Document storage for polling and deletion after polling	5-45
Dual Tone Multi Frequency (DTMF) feature	5-48
Hard disk, reformatting	5-51
Job reserve feature, using	5-53
Junk mail, eliminating	5-59

Table 5-1. **Chapter 5 contents (cont.)**

Function	Page
Local terminal ID, assigning	5-61
Local terminal name, assigning	5-62
Long original transmission/scan, enabling	5-64
Mailbox functions, using	5-65
Memory options (receive, out of paper receive, print, memory full), specifying	5-76
Memory reallocation	5-82
Page count requirements, specifying	5-85
Pending job, viewing/deleting	5-86
Receive interval, specifying	5-91
Received document reduction ratio, selecting	5-93
Received/transmitted header, enabling	5-95
Redial options, specifying	5-100
Relay send operation, performing	5-103
Resend operation (after interrupt), setting up	5-107
Resolution and original document defaults, setting	5-109
Terminal volume levels (alarms, control panel, dialing), setting	5-110
Time and date, setting	5-114
User access, setting up	5-116
User account, setting up/deleting	5-118
Voice request, signaling	5-123

Auto/manual answer, selecting

You can specify whether the terminal will automatically answer an incoming call or the operator must manually answer the call. If automatic answering is selected, you can also specify the length of the delay before the call is answered.

Specifying auto or manual answer

NOTE: Manual answer allows operator to answer the incoming call before using normal terminal operations. This feature disables the automatic answering mode.

To select the mode of answering, do the following:

1. Open the control panel door.
2. Press [Receive Options]. The following is displayed:

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **MORE** flashes.
4. Press [Enter]. The following is displayed:

```
 AUTO ANSWER DELAY, MANUAL
ANSWER, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **MANUAL ANSWER** flashes.
6. Press [Enter]. The following is displayed:

```
         MANUAL ANSWER >  OFF,
ON
 PRESS [SELECT] THEN [ENTER] OR
```

7. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	The terminal will automatically answer an incoming call.
ON	The terminal will not answer an incoming call.

8. Press [Enter]. The original Receive Options menu displays, as shown below, allowing you to make additional choices.

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Specifying length of auto answer delay

NOTE: The terminal can be set to delay answering by 5, 10, or 15 seconds to allow for voice answering when the office is attended. This feature is not available in all countries.

To select the mode of answering, do the following:

1. Open the control panel door.
2. Press [Receive Options]. The following is displayed:

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **MORE** flashes.
4. Press [Enter]. The following is displayed:

```
 AUTO ANSWER DELAY, MANUAL
ANSWER, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **AUTO ANSWER DELAY** flashes.

6. Press [Enter]. The following is displayed:

```
 AUTO ANSWER DELAY > 0, 5, 10,
15 SEC
 PRESS [SELECT] THEN [ENTER] OR
```

7. Press [Select] until the desired choice flashes.

8. Press [Enter]. The original Receive Options menu displays, as shown below, allowing you to make additional choices.

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Brief messages, using

Up to 50 brief messages from 1-15 characters in length can be defined. Then, any of these brief messages can be included in the header of a transmitted document.

Before using this feature, the transmitted header must be enabled. Refer to *Enabling a received/transmitted header* in this chapter for directions.

Defining a brief message

1. Open the control panel door.
2. Press [Header Setup]. The following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **CONTENTS** flashes.
4. Press [Enter]. The following is displayed:

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **BRIEF MESSAGE** flashes.
6. Press [Enter]. The following is displayed:

```
     ENTER BRIEF MESSAGE NUMBER
>_
     THEN PRESS [ENTER] OR
```

7. Using the telephone keypad, enter a 2-digit number (01-50) and press [Enter].
8. The following is displayed:

```
BRIEF MESSAGE NN >_
    ENTER MESSAGE THEN PRESS
[ENTER]
```

where **NN** is the message number entered in Step 2.

NOTE: If the number entered in Step 2 is already associated with a message, that message is displayed for viewing and/or editing.

9. Enter up to a 15-character message and then press [Enter]. The Contents menu is displayed, as shown below, allowing you to make additional choices.

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
  PRESS [SELECT] THEN [ENTER] OR
```

Viewing a brief message

1. Open the control panel door.
2. Press [Brief Message]. The following is displayed:

```
    ENTER BRIEF MESSAGE NUMBER
>_
   THEN PRESS [ENTER] OR [EXIT]
```

3. Using the telephone keypad, enter the 2-digit number (01-50) of the message you want to view and press [Enter].
4. The message associated with the number entered in Step 3 is displayed. After viewing the message, you can do one of the following:
   a. Press [Enter] to return the terminal to program mode.
   b. Press [Select] to view the next programmed message.

NOTE: Another way to view all defined Brief Messages is to print an Options Report in System Reports, which contains a list of all brief messages (refer to Options Report in Chapter 6).

Sending a brief message

1. Before transmitting a document, open the control panel door.
2. Press [Brief Message]. The following is displayed:

```
    ENTER BRIEF MESSAGE NUMBER
>_
   THEN PRESS [ENTER] OR [EXIT]
```

3. Using the telephone keypad, enter the 2-digit number (01-50) of the message you want to send and press [Enter].
4. The message associated with the number entered in Step 3 is displayed. After confirming this is the desired message, press [Enter].

   NOTE: If you are not sure of the number of the desired message, press [Select] to scroll through the messages or print an Options Report, which contains a list of all brief messages (refer to Options Report in Chapter 6).
5. Perform the desired send operation.

Communication mode, setting

Use the Terminal Defaults button to specify the terminal's default communication mode.

Use the Communication button to select the communication mode for a specific job. The communication mode returns to the specified default after the job completion.

Setting the default communication mode

To set the default communication mode, do the following:

1. Open the control panel door.
2. Press [Terminal Defaults]. The following is displayed:

```
TERMINAL DEFAULTS >
COMMUNICATION, PANEL
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **COMMUNICATION** flashes.
4. Press [Enter]. The following is displayed:

```
 COMM MODE > ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
ECM	Select Error Correct Mode (ECM) communication.
4800 BPS	Select maximum communication speed of 4800 bits per second.
14400 BPS	Select maximum communication speed of 14400 bits per second.

6. Press [Enter].

If you selected:	Go to:
ECM	A
4800 BPS	B
14400 BPS	C

A. ECM

1. The following is displayed:

```
            ECM >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Error Correct Mode not activated.
ON	Error Correct Mode activated.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
 COMM MODE > ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

B. 4800 BPS

1. The following is displayed: 2. Press [Select]

```
          4800 BPS >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Allows highest possible communication speed.
ON	Selects maximum communication speed of 4800 bits per second.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
COMM MODE > ECM, 4800 BPS, 14400 BPS
PRESS [SELECT] THEN [ENTER] OR [EXIT]
```

C. 14400 BPS

1. The following is displayed:

```
        14400 BPS >  OFF, ON
PRESS [SELECT] THEN [ENTER] OR [EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Selects maximum communication speed of 9600 bits per second.
ON	Selects maximum communication speed of 14400 bits per second.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
COMM MODE > ECM, 4800 BPS, 14400 BPS
PRESS [SELECT] THEN [ENTER] OR [EXIT]
```

Setting communication mode for a specific job

To specify the communication mode for a specific job, do the following:

1. Open the control panel door.
2. Press [Communication]. The following is displayed:

```
 COMM MODE >  ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
ECM	Select Error Correct Mode (ECM) communication.
4800 BPS	Select maximum communication speed of 4800 bits per second.
14400 BPS	Select maximum communication speed of 14400 bits per second.

4. Press [Enter].

If you selected:	Go to:
ECM	A
4800 BPS	B
14400 BPS	C

A. ECM

1. The following is displayed:

```
            ECM >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Error Correct Mode is not activated.
ON	Error Correct Mode is activated.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
 COMM MODE >  ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

B. 4800 BPS

1. The following is displayed:

```
          4800 BPS >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Allows highest possible communication speed.
ON	Selects maximum communication speed of 4800 bits per second.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
 COMM MODE >  ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

C. 14400 BPS

1. The following is displayed:

```
          14400 BPS >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Selects maximum communication speed of 9600 bits per second.
ON	Select maximum communication speed of 14400 bits per second.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
 COMM MODE >  ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

Company logo, assigning

The terminal can print a company logo on the headers of received or transmitted documents.

First, the received and/or transmitted headers must be enabled. Refer to *Enabling a received/transmitted header* in this chapter for directions.

Next, the company logo must be enabled and assigned. Do the following steps:

1. Open the control panel door.
2. Press [Header Setup]. The following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **CONTENTS** flashes.
4. Press [Enter]. The following is displayed:

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **LOGO** flashes.
6. Press [Enter]. The following is displayed:

```
        COMPANY LOGO >  OFF , ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

7. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Company name is not printed on received or transmitted header.
ON	Company name is printed on received or transmitted header.

8. Press [Enter].

   a. If you select **OFF**, the Content menu, as shown below, is displayed, allowing you to make additional choices.

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

   b. If you select **ON**, go to Step 9.

9. The following is displayed:

```
>
ENTER COMPANY LOGO THEN PRESS
[ENTER]
```

10. Type the company logo and press [Enter]. The Contents menu, as shown below, is displayed, allowing you to make additional choices.

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

Continuous poll option, enabling

The continuous poll option allows the terminal to continue polling after a group poll is completed until the operator disables the option.

To enable/disable the continuous poll option, do the following:

1. Open the control panel door.
2. Press [Receive Options]. The following is displayed:

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **CONTINUOUS POLL** flashes.
4. Press [Enter]. The following is displayed:

```
        CONTINUOUS POLL >  OFF,
ON
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Once the group poll is completed, the terminal does not continue polling.
ON	Once the group poll is completed, the terminal continues polling until the operator selects the OFF option to stop the polling.

6. Press [Enter]. The original Receive Options menu displays, as shown below, allowing you to make additional choices.

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Contrast level for original document, setting up

The upper portion of the control panel contains buttons used to select contrast level normal, dark, and light choices (located under Original Document on the control panel). Refer to *Status indicators* in Chapter 3 for details on the use of these buttons.

Use the Contrast Control button on the lower portion of the control panel to establish reference points for the selections made on the upper portion of the control panel.

To establish the reference points, do the following:

1. Open the control panel door.
2. Press [Contrast Control]. The following is displayed:

```
   ENTER CONTRAST LEVEL >   60-
42- 72
THEN PRESS [ENTER] OR [EXIT] N -
```

   *NOTE: **N**, **D**, and **L** in the display refer to Normal, Dark, and Light. The numbers displayed are the default settings.*

3. Using the telephone keypad, enter the two-digit number that is to be the contrast value for a Normal setting and press [Enter].

   NOTE: Entering a higher value lightens a setting. Entering a lower value darkens a setting.

4. The cursor is now located for selection of the Dark value, as shown below:

```
     ENTER CONTRAST LEVEL >  60-
42- 72
THEN PRESS [ENTER] OR [EXIT]  N
```

   Using the telephone keypad, enter the two-digit number that is to be the contrast value for a Dark setting and press [Enter].

5. The cursor is now located for selection of the Light value as shown below:

```
     ENTER CONTRAST LEVEL >  60-
42- 72
THEN PRESS [ENTER] OR [EXIT]  N
```

   Using the telephone keypad, enter the two-digit number that is to be the contrast value for a Light setting and press [Enter].

6. The terminal returns to program mode.

Copy availability

You can specify whether or not the terminal is to be available as a copier.

To specify this availability, do the following:

1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **COPY** flashes. Then press [Enter].
5. The following is displayed:

```
      COPY AVAILABLE? > NO, YES
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

6. Press [Select] until the desired choice flashes:

Selections	Functions
NO	Copy mode is not available on this terminal.
YES	Copy mode is available on this terminal.

7. Press [Enter]. The original Terminal Options menu is displayed, as shown below, allowing you to make additional choices:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Delayed start operation, setting up

You can program the terminal to send or poll a document unattended at a later time. This feature allows you to send or poll documents at a time when telephone rates are lower. Multiple delayed starts can be programmed. "Batch send" refers to multiple delayed start transmissions to the same location.

To use the delayed start feature, do the following:

1. Open the control panel door.
2. Press [Delayed Start]. The following is displayed:

```
        DELAYED START >   OFF,
ON
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Delayed start not active.
ON	Allows you to continue the process and set the time and date when the operation is to start.

4. Press [Enter].
   a. If you select OFF, the terminal returns to the program mode.
   b. If you select ON, the following is displayed:

```
ENTER DATE THEN TIME > MM-DD-YY
HH:MM AM
PRESS [ENTER] AFTER DATE AND
```

   where **MM-DD-YY** (North American market only) is the current date (month, day, year) and **HH:MM** is the current time (hour, minute). In the European market, the date format is **DD-MM-YY**.

NOTE: If your clock is set up on a 24-hour basis, the AM or PM designation does not display.

5. The cursor is positioned in the first position of the **MM** (month) field. Use the [Clear] key to delete any previous numbers in this field. Using the numbers on the telephone keypad, enter the current month and press [Enter].

6. The cursor is now positioned in the first position of the **DD** (day) field. Follow the same procedure for entering the **DD** (day), **YY** (year), **HH** (hour), and **MM** (minute) fields as in Step 5. Depending on whether the time is set up on a 12 hour or 24 hour basis, the following occurs after pressing [Enter] following the **MM** entry,:

Time Setup	Result
12 HOUR	Go to Step 7.
24 HOUR	Go to Step 9.

7. The following is displayed:

```
SELECT AM OR PM MM-DD-YY HH:MM >
AM, PM
 PRESS [SELECT] THEN [ENTER] OR
```

8. Press [Select] until the desired choice (AM or PM) flashes and then press [Enter].

9. The following is displayed:

```
DIAL NUMBER OR CONTINUE SETUP
NN SEC
 PRESS [STOP] TO CANCEL SETUP
```

10. Additional features may be selected for a 1 minute time period. If selections are complete, enter telephone number of remote.

11. If sending with documents in ADF, press [Start].

    If polling, press [POLL/MAN RCV].

Dial directory, setting up

[Directory Setup] allows you to enter telephone numbers up to 39 digits long to the dial directory for one-touch and speed dialing. It also allows you to select certain features for each number, such as charge code, mailbox, and delayed start.

Planning for the dial directory

The following steps suggest a checklist to aid in planning for the dial directory.

*NOTE: If you are also planning to set up dial groups, refer to **Dial groups** later in this chapter.*

1. Identify the telephone numbers you want to include in the directory (from 1-150 numbers).

   NOTE: Additional numbers can be added later, unless the maximum of 150 numbers has been reached.

2. Print the dial directory report.

   Refer to *Dial directory report* in Chapter 6. At this point, no numbers have been added to the directory, so the directory report includes no assigned telephone numbers.

3. Determine which dial directory number you want to associate with each telephone number.

   The telephone numbers associated with dial directory numbers 1-58 can be accessed with one-touch dialing. Therefore, assign the most frequently used telephone numbers to numbers 1-58. Use the empty dial directory report to record your decisions.

4. Decide which special features to store for each number, such as those listed below, and record those choices on the dial directory report.
   - Mailbox
   - Security
   - Remote identification
   - Communication mode
5. Enter the telephone numbers and associated features in the dial directory. Refer to *Setting up the dial directory.*
6. Print the dial directory report to confirm that the numbers and associated features were correctly entered. Refer to *Dial directory report* in Chapter 6.
7. Record the names associated with the one-touch numbers (1-58) on the control panel door overlay.
   a. Open the control panel door on the control panel.
   b. Use your fingernail to remove the control panel door overlay.
   c. Using a pencil (so numbers can be easily changed), write the names by the correct number.

Setting up the dial directory

1. Open the control panel door.
2. Press [Directory Setup]. The following is displayed:

```
ENTER DIRECTORY NUMBER      >_
```

3. Enter the 3-digit number (001-150) you want to add to the directory and press [Enter]. The following is displayed:

```
>_                                    :NNN
ENTER PHONE NUMBER THEN PRESS
[ENTER]
```

where **NNN** is the directory number entered.

NOTE: If the specified directory number has already been assigned, a message is displayed stating the number is already in use. Press [Enter] to edit the information for the specified dial directory number, or press [Exit] to enter/edit another number.

4. Enter the telephone number (up to 39 digits) you want to assign to the specified directory number and press [Enter].

NOTE: Pauses may be required for proper dialing sequence. Refer to "Using a pause" in Chapter 4. If you wish some of the numbers such as charge codes not to appear on the activity report, dial directory report, or the display, enter the special character "|" before and after the charge code numbers. The reports and display will indicate a "$" symbol for these numbers.

The following is displayed:

```
>_                                    :NNN
 ENTER REMOTE'S NAME THEN PRESS
[ENTER]
```

where **NNN** is the directory number entered in Step 3.

5. Enter the name of the remote terminal (1-15 characters) and press [Enter]. The following is displayed:

```
SPECIAL FEATURES , NEXT
DIRECTORY NUMBER
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until the desired choice flashes.

Selections	Functions
SPECIAL FEATURES	Specify additional features, such as mailbox and security, for the directory number.
NEXT DIRECTORY NUMBER	Enter/edit another directory number.

7. Press [Enter].

   a. If you selected **SPECIAL FEATURES**, continue to Step 8.

   b. If you selected **NEXT DIRECTORY NUMBER**, the display in Step 2 of this procedure (*Setting up the dial directory*) reappears, allowing you to enter/edit another directory number.

8. The following is displayed:

```
 MAILBOX/RELAY SEND, MAILBOX
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

9. Press [Select] until the desired choice flashes.

Selections	Functions
MAILBOX/ RELAY SEND	Assigns this dial directory number to place documents in a mailbox or requests a relay send operation of a remote 7032 or 7033.
MAILBOX POLL	Assigns this dial directory number to poll the contents of a specified mailbox from a remote 7032 or 7033.

MORE	Specify additional features, such as security, remote identification, and communication mode.

10. Press [Enter]. Refer to the table below for the next action:

If you selected:	Go to:
MAILBOX/ RELAY SEND	A
MAILBOX POLL	B
MORE	To set up additional dial directory features

A. MAILBOX/RELAY SEND

1. The following is displayed:

```
MAILBOX/RELAY SEND REQUIRED?>NO,
YES:NNN
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
YES	Allows this dial directory number to place documents in a mailbox or requests a relay send operation of a remote 7032 or 7033.
NO	Mailbox/Relay Send not required for this dial directory number.

3. Press [Enter].

   a. If you selected **YES**, continue to Step 4.

   b. If you selected **NO**, the original Special Features menu is displayed, as shown below, allowing you to make additional choices.

```
 MAILBOX/RELAY SEND, MAILBOX
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. The following is displayed:

```
JOB TYPE > RELAY SEND, MAILBOX,
BOTH
   THEN PRESS [ENTER] OR [EXIT]
```

5. Press [Enter]. Refer to the table below for the next action.

If you selected:	Go to:
RELAY SEND	A1
MAILBOX	A2
BOTH	A*

*Same procedures as Relay Send.

A1. RELAY SEND

1. The following is displayed:

```
 ENTER ACCOUNT NUMBER
   >_
   THEN PRESS [ENTER] OR [EXIT]
```

2. In order to request a remote 7032 or 7033 to relay send documents you must be provided an account number by the remote terminal key operator. This account number must be in the range of 1 to 99 (Example: 0001 to 0099). Using the

telephone keypad, enter the four-digit account number. Then press [Enter]. The following is displayed:

```
>_
ENTER MAILBOX OR END STATION
NUMBERS
```

3. Using the telephone keypad, enter the three-digit end station number(s). The end station number must be in the range of 1 to 99 (Example: 001 to 099). Multiple end station numbers including mailboxes may be entered. Then press [Enter]. The following is displayed:

```
COPY THE RELAY STATION > NO, YES
PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

4. Press [Select] until the desired choice flashes.

Selections	Functions
NO	The remote relaying terminal does not print a copy of the relayed document.
YES	A copy of the relayed document is printed at remote relaying terminal.

5. Press [Enter]. The following is displayed:

```
MAILBOX/RELAY SEND, MAILBOX
POLL, MORE
PRESS [SELECT] THEN [ENTER] OR
```

6. The original Special Features menu is now displayed, allowing you to make additional choices.

A2. MAILBOX

1. The following is displayed:

```
>_
ENTER MAILBOX OR END STATION
NUMBERS
```

2. Using the telephone keypad, enter the three-digit mailbox number. The mailbox number must be in the range of 1 to 99 (Example: 001 to 099). Multiple mailbox numbers may be entered. Then press [Enter]. The following is displayed:

```
MAILBOX/RELAY SEND, MAILBOX
POLL, MORE
PRESS [SELECT] THEN [ENTER] OR
```

3. The original Special Features menu is now displayed, allowing you to make additional choices.

B. MAILBOX POLL

1. The following is displayed:

```
MAILBOX POLL REQUIRED?>NO,
YES:NNN
PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
NO	A Polling request of a remote mailbox is not activated.
YES	A Polling request of a remote mailbox is activated.

3. Press [Enter].

a. If you selected **NO**, the original Special Features menu is displayed, allowing you to make additional choices.

b. If you selected **YES**, continue to Step 4.

4. The following is displayed:

```
ENTER MAILBOX NUMBER
  >_
THEN PRESS [ENTER] OR [EXIT]
```

5. Using the telephone keypad, enter the three-digit mailbox number then press [Enter]. The mailbox number must be in the range of 1 to 99 (Example: 001 to 099). The following is displayed:

```
ACCOUNT NUMBER ENTRY REQUIRED? >
NO, YES
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: If the remote mailbox is private then an account number is required. For a public mailbox an account number is not required.

6. Press [Enter].

a. If you selected **NO**, the original Special Features menu is displayed, allowing you to make additional choices.

b. If you selected **YES**, continue to Step 7.

7. The following is displayed:

```
 ENTER ACCOUNT NUMBER
    >_
 THEN PRESS [ENTER] OR [EXIT]
```

8. Using the telephone keypad, enter the four-digit account number assigned to the mailbox. The account number must be in the range of 1 to 99 (Example: 001 to 099). Then press [Enter]. The following is displayed.

```
MAILBOX/RELAY SEND, MAILBOX
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

9. The original Special Features menu is now displayed, allowing you to make additional choices.

Setting up additional dial directory features

1. Complete Steps 1-5 of *Setting up the dial directory.*
2. Press [Select] until **SPECIAL FEATURES** flashes; then press [Enter].
3. Press [Select] until **MORE** flashes; then press [Enter].
4. The following is displayed:

```
SECURE SEND,REMOTE
ID,COMMUNICATION,MORE
PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
SECURE SEND	Activate Send security.
REMOTE ID	Specify remote identification number used for Secure Send.
COMMUNI-CATION	Specify communication mode (ECM, 4800 BPS, 14400 BPS) (14400 BPS is not applicable to 7032 base terminal).
MORE	Provides selection of delayed start or next directory number.

6. Press [Enter].

If you selected:	Go to:
SECURE SEND	A
REMOTE ID	B
COMMUNICATION	C
MORE	D

A. SECURE SEND

1. The following is displayed:

```
      SECURE SEND > FREE, SECURE
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
FREE	No remote ID number required when transmitting.
SECURE	Remote ID number must match when transmitting.

3. Press [Enter].

   a. If you selected **FREE**, the Additional Features menu is displayed, as shown below, allowing you to make additional choices.

```
SECURE SEND,REMOTE
ID,COMMUNICATION,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

   b. If you selected **SECURE**, continue to Step 4.

4. The following is displayed:

```
>_
 ENTER REMOTE'S ID. THEN PRESS
[ENTER]
```

5. Enter the identification number for the remote (1-20 digits) and press [Enter]. The Additional Features menu is displayed, as shown below, allowing you to make additional choices.

```
SECURE SEND,REMOTE
ID,COMMUNICATION,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

B. REMOTE ID

1. The following is displayed:

```
>_
 ENTER REMOTE'S ID. THEN PRESS
[ENTER]
```

2. Enter the identification number for the remote (1-20 digits) and press [Enter]. The Additional Features menu is displayed, as shown below, allowing you to make additional choices.

```
SECURE SEND,REMOTE
ID,COMMUNICATION,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

C. COMMUNICATION

1. The following is displayed:

```
 COMM MODE > ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
ECM	Select Error Correct Mode (ECM) communication.
4800 BPS	Select maximum communication speed of 4800 bits per second.
14400 BPS	Select maximum communication speed of 14400 bits per second (not applicable to 7032 base terminal).

3. Press [Enter].

If you selected:	Go to:
ECM	C1
4800 BPS	C2
14400 BPS	C3

C1. ECM

1. The following is displayed:

```
         ECM >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Error Correct Mode not activated to this directory location.
ON	Error Correct Mode activated to this directory location.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
 COMM MODE > ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

C2. 4800 BPS

1. The following is displayed:

```
   4800 BPS >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Allows highest possible communication speed.
ON	Selects maximum communication speed of 4800 bits per second.

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
COMM MODE > ECM, 4800 BPS, 14400
BPS
 PRESS [SELECT] THEN [ENTER] OR
```

C3. 14400 BPS

1. The following is displayed:

```
  14400 BPS >   OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Selects maximum communication speed of 9600 bits per second.
ON	Selects maximum communication speed of 14400 bits per second (not applicable to 7032 base terminal).

3. Press [Enter]. The original Communication menu is displayed, as shown below, allowing you to make additional choices.

```
 COMM MODE > ECM, 4800 BPS,
14400 BPS
 PRESS [SELECT] THEN [ENTER] OR
```

D. MORE

1. The following is displayed:

```
DELAYED START,MORE,NEXT
DIRECTORY NUMBER
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
DELAYED START	Allows a delayed start operation to this dial directory location.
MORE	Select additional directory features.
NEXT DIRECTORY NUMBER	Enter/edit a new dial directory number.

3. Press [Enter].

a. If you selected **DELAYED START**, go to Step 4.

b. If you selected **MORE**, the original Special Features menu is displayed, as shown below, allowing you to make additional choices.

```
MAILBOX/RELAY SEND, MAILBOX
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

c. If you selected **NEXT DIRECTORY NUMBER**, the following is displayed, allowing you to enter/edit additional dial directory numbers. Return to "*Setting up the dial directory."*

```
ENTER DIRECTORY NUMBER
   >_
    THEN PRESS [ENTER] OR [EXIT]
```

4. The following is displayed:

```
 DELAYED START OFF, ON :
                  NNN
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Delayed Start not required.
ON	Specifies the time the operation is to start for this dial directory location.

6. Press [Enter].

a. If you selected **OFF**, the terminal returns to the Special Features menu.

b. If you selected **ON**, the following is displayed:

```
ENTER DATE THEN TIME
              HH:MM
PRESS [ENTER] AFTER DATE AND
```

where **HH:MM** is the current time (hour, minutes).

NOTE 1: If your clock is set up on a 24-hour basis, the AM or PM designation does not display.
NOTE 2: Only a time may be entered. A date does not apply.

7. Depending on whether the time is set up on a 12 hour or 24 hour basis, the following occurs after pressing [Enter] following the **MM** entry:

Time Setup	Result
12 hour	Go to Step 8
24 hour	Time setting is complete; terminal returns to Special Features menu.

8. The following is displayed:

```
SELECT AM OR PM       HH:MM >
              AM, PM
PRESS [SELECT] THEN [ENTER] OR
```

9. Press [Select] until the desired choice (AM or PM) flashes and then press [Enter]. The terminal returns to the Special Features menu.

Dial groups, setting up

You can set from 1 to 20 groups consisting of up to 149 entries from the dial directory. These groups can serve as a distribution list for a broadcast send operation or for polling. Setting up a group uses a dial directory location, thus reducing the total number of dial directory phone numbers.

There are 15 permanent dial groups which do not require programming. Organization of the dial directory phone numbers can take advantage of this feature. To use the permanent dial group feature, refer to *To dial permanent dial groups* in Chapter 4.

Planning for the dial groups

The following steps provide a checklist to aid in planning the dial groups.

1. Identify the dial groups (from 1-20) you plan to set up.

   A dial group is like a distribution list. Determine which numbers are to be included in each dial group (up to 149 numbers per dial group).

2. Print the dial directory report.

   Refer to *Dial directory report* in Chapter 6.

3. Determine which telephone numbers, if any, need to be added to the dial directory.

   A telephone number must be included in the dial directory before it is assigned to a group. If any numbers need to be added to the dial directory, refer to *Setting up the dial directory* in this chapter.

4. Identify which dial group number to associate with each dial group.

   The telephone numbers and dial groups associated with dial directory numbers 1-58 can be accessed with one-touch dialing. Therefore, assign the most frequently used telephone numbers and dial groups to numbers 1-58. Record the dial group numbers and associated directory numbers on the dial directory report.

5. Set up the dial groups.

   Refer to *Defining a dial group* in this chapter.

6. Print the dial directory report to confirm the groups were entered correctly.

   Refer to *Dial directory report* in Chapter 6.

Defining a dial group

1. Open the control panel door.
2. Press [Group Setup]. The following is displayed:

```
          ENTER GROUP NUMBER
> _
  THEN PRESS [ENTER] OR [EXIT]
```

3. Using the telephone keypad, enter a 3-digit dial directory number (001 to 150).
4. The following occurs:

   a. If the group already exists, the following is displayed:

```
THIS DIRECTORY NUMBER ALREADY IN
USE>NNN
 PRESS [ENTER] TO EDIT OR [EXIT]
```

   where **NNN** is the number entered in Step 3. If you wish to make changes to the group, press [Enter]. Otherwise, press [Exit].

b. If the number entered in Step 3 is assigned to a mailbox, the following is briefly displayed:

```
THIS NUMBER IN USE FOR MAILBOX
>NNN
```

where **NNN** is the number entered in Step 3. After a brief display, the original Group Setup display reappears, allowing you to enter a new group number.

c. If the number entered in Step 3 has not already been assigned to a dial group or mailbox, the following is displayed:

```
>_
      ENTER DIRECTORY NUMBERS
```

Continue to Step 3.

5. Using the telephone keypad, enter a 3-digit number from the dial directory. This number will be assigned to the dial group. The following is displayed:

```
>NNN,_
   ENTER NEXT NUMBER OR PRESS
[ENTER]
```

NOTE: An error message is displayed if an invalid number is entered.

6. a. If you do not want to add more numbers, continue to Step 7.

b. If you want to add another dial directory number to the group, use the telephone keypad to enter the 3-digit number. Continue adding numbers in the same manner (up to 149). After the last number, continue to Step 7.

NOTE: If you attempt to enter more than 149 numbers, you get a message stating the list is full.

7. When you have added the last number to the group, press [Enter]. The terminal returns to program mode.

Document storage for polling and deletion after polling

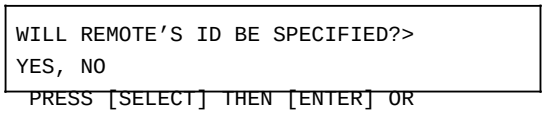
Use the Store for Polling button to store a document that will be retrieved by a remote terminal.

Once the polled operation is complete, you have the option to specify whether any documents stored for polling are to be automatically deleted.

Storing a document for polling

To store a document for polling, do the following:

1. Load the document in the automatic document feeder.
2. Open the control panel door.
3. Press [Store for Polling]. The following is displayed:



4. Press [Select] until the desired choice flashes:

Selections	Functions
YES	To protect from sending to unauthorized receivers you must specify a remote identification number.
NO	Remote identification not required. The document may be polled by any receiver.

5. a. If you selected **NO**, continue to Step 6.

   b. If you selected **YES**, the following is displayed:

```
>_
 ENTER REMOTE'S ID THEN PRESS
[ENTER]
```

   Using the telephone keypad, enter the remote identification number and press [Enter].

6. The document is loaded to memory and stored for polling.

Specifying stored document deletion/storing after poll operation

To specify whether documents stored for polling should be automatically deleted, do the following:

1. Open the control panel door.
2. Press [Send Options]. The following is displayed:

```
  PAGE COUNT, POLLED MODE,
MEMORY FULL
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the **POLLED MODE** flashes.
4. Press [Enter]. The following is displayed:

```
DELETE DOCUMENT AUTOMATICALLY? >
NO, YES
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
NO	Do not automatically delete Stored for polling document(s) after poll operation is completed.
YES	Automatically delete Stored for polling document(s) after poll operation is completed.

6. Press [Enter].

   a. The original Send Options menu displays, as shown below, allowing you to make additional choices.

```
  PAGE COUNT, POLLED MODE,
MEMORY FULL
 PRESS [SELECT] THEN [ENTER] OR
```

Dual Tone Multi Frequency (DTMF) feature

The Dual Tone Multi Frequency (DTMF) feature allows a remote operator to call your local terminal from any tone dial telephone and compatible facsimile terminal and do one of the following:

- Retrieve mail
- Send a document to a mailbox
- Initiate a Relay Send

Specific instructions for these operations are included under the appropriate task (such as *Retrieving mail*).

DTMF is also commonly referred to as tone dial or Touchtone dialing. Throughout this manual, this function is referred to as DTMF.

DTMF command sequence overview

1. From the remote terminal, dial the desired 7032 / 7033 terminal (referred to as the *local* terminal).
2. The local terminal answers the remote call with facsimile tones.
3. A 3-second pause follows the facsimile tones. Then the terminal issues the tones again. Enter the DTMF command sequence during the pause between the tones (refer to *FaxMaster DTMF commands supported by the 7032 / 7033* in this chapter).

Figure 5-1 illustrates of the DTMF command sequence.

Figure 5-1. **DTMF command sequence**

Press the * button to enter the DTMF mode. The local terminal responds with 3 confirmation tones.

If the command requires an account number, press the # button followed by the account number. If a mailbox or speed dial number is required for the command sequence, press the # button following the account number and between mailbox or speed dial numbers.

The termination of the command varies based on the type of operation being performed.

- For retrieve operations, press the * button twice. The local terminal responds with three beeps. Begin the receive operation using normal receive procedures.
- For transmit operations, press the # button twice. The local terminal responds with three beeps. Begin the transmit operation using normal send procedures.

*NOTE: If an input error occurs start over by pressing the # twice, then the initial log on *. The local terminal responds with three confirmation tones.*

FaxMaster DTMF commands supported by the 7032 / 7033

In addition to the regular DTMF mail and relay send commands, the 7032 / 7033 also support the following FaxMaster operations (bold text indicates the command sequence):

- Retrieve contents of mailbox (Same as Private mailbox retrieve)

*** (3 tones) (Acc. No.) *2 *** (3 tones) (Receive)**

- Retrieve Public Library Document (Same as Public mailbox retrieve)

*** (3 tones) (Acc. No.) *4 * (Mlbx. No.) *** (3 tones) (Receive)**

- Store and Forward document to a single destination (Same as Relay Send to a single destination)

*** (3 tones) (Acc. No.) *1 #* (Dial Dir. No.) *** (3 tones) (Send)**

- Store and Forward document to multiple destinations (Same as Relay Send to multiple destinations)

*** (3 tones) (Acc. No.) *1#* (Dial Dir. No.) #* (Dial Dir. No.) *** (3tones) (Send)**

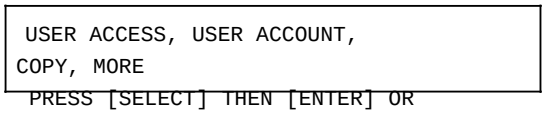
Hard disk, reformatting

If the hard disk option is installed, it may become necessary to reformat the hard disk.

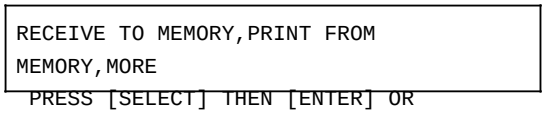
Reformatting deletes all files (documents) stored on the drive. This procedure should only be used to clear all memory.

To reformat the hard disk, do the following:

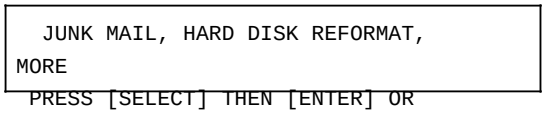
1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:



4. Press [Select] until **MORE** flashes.
5. Press [Enter]. The following is displayed:



6. Press [Select] until **MORE** flashes.
7. Press [Enter]. The following is displayed:



8. Press [Select] until **HARD DISK REFORMAT** flashes.

9. Press [Enter].

   a. If the hard disk option is not installed, the following is displayed:

```
    THIS FUNCTION NOT AVAILABLE
```

   b. If the hard disk option is installed, the following warning is displayed:

```
  CAUTION:  ALL DISK DATA WILL
BE LOST
      THEN PRESS [ENTER] OR
```

10. If you wish to continue with the reformatting, press [Enter]. The following is displayed:

```
  TO CONFIRM HARD DISK REFORMAT
   THEN PRESS [ENTER] OR [EXIT]
```

11. To continue with the reformatting process, press [Enter]. The following is displayed:

```
      HARD DISK REFORMATTING
```

12. If the reformatting is successful, the following is displayed:

```
      HARD DISK REFORMATTING
               COMPLETE
```

NOTE: If the reformatting is not successful, refer to Requesting Assistance in Chapter 9 for error code or message displayed.

Job reserve feature, using

NOTE: If your job is already reserved, go directly to "Using a reserved job."

You can program up to 15 jobs in the terminal for current, future, and/or repetitive use.

Job reserve allows a job to be programmed and entered even when the terminal is busy sending or receiving another job.

Job reserve also allows a frequently used job (send job) to be preprogrammed and retained in memory for quick job loading whenever it is needed.

This terminal uses job cards to recall the information from memory. Each job card has a job card number that corresponds to a specific job number in memory. A job card is placed at the front of each job in the ADF to separate batches of documents and reference the appropriate operating instructions. When job cards are scanned, the terminal automatically dials the appropriate telephone numbers and performs the reserved jobs for those cards.

Reserving a new job

NOTE: When you enter job reserve, the terminal can be either idle or currently performing an operation.

1. Press the Job Reserve button located under Special Features on the upper portion of the control panel until the Job Reserve LED is lit. The following is displayed:

```
ENTER JOB CARD NUMBER        >_
THEN PRESS [ENTER] OR [EXIT]
```

2. Using the telephone keypad, enter a two-digit job card number (**01** through **15**).
3. Press [Enter]. The following is displayed:

```
>_
 ENTER PHONE NUMBER THEN PRESS
[ENTER]
```

4. Using the telephone keypad, enter the telephone number, one-touch number, or speed dial number that is to be assigned to this job.
5. Press [Enter]. The following is displayed:

```
 RETAIN JOB IN MEMORY? > NO, YES
PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

6. Press [Select] until the desired choice flashes.

Selections	Functions
NO	Do not store this job in memory (use when this is not a regular job to be performed).
YES	Store this job in memory (use when the job is to be a regular occurrence).

7. Press [Enter]. The following is displayed:

```
 ACTIVATE JOB NOW? > NO, YES
PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

8. Press [Select] until the desired choice flashes.

Selections	Functions
YES	Activate the job with the specified information now.
NO	Retain information for later use.

9. Press [Enter].

   a. If **NO** was selected, the job is stored to memory (if so specified) but not activated. Terminal returns to the idle display.

   b. If **YES** was specified, continue to Step 10.

10. The following is displayed:

```
ENTER NUMBER OF PAGES IN BATCH
  >_
THEN PRESS [ENTER] OR [EXIT]
```

11. Using the telephone keypad, enter the number of pages.

12. Press [Enter]. The following is displayed:

```
SELECT RESOLUTION AND ORIGINAL
DOCUMENT
          THEN PRESS [START]
```

13. On the upper portion of the control panel, select the resolution and original document features to be associated with this job.

14. Press [Start]. The specified features are stored for the job. The following is displayed:

```
LOAD JOB CARD AND ORIGINALS
FACE DOWN
     THEN PRESS [START]
```

15. a. If the job is to be activated now, refer to *Using a reserved job* in this section.

    b. If the job is not to be activated now, press [Stop].

Using a reserved job

1. Load the job.

   a. Place the appropriate job card in the ADF. The job card can be loaded face up or face down and either top or bottom edge to the front.

   b. Place the original document face down, on top of the job card, in the ADF.

2. Adjust the document guides to the width of the job card and originals.

3. a. If the desired job was programmed immediately before loading the job, continue to Step 4.

   b. If the desired job was not programmed immediately prior to loading the job, you must now do the following:

      - Press the Job Reserve button until the Job Reserve LED is lit.
      - Enter the job card number and press [Enter].

4. Press [Start]. The following is displayed:

```
 EJECTING OR CHECKING FOR JOB
CARD
 10:25 AM                          1-15-
```

NOTE: Once the terminal has started the process, additional job reserve cards and the associated documents may be placed in the ADF. Load additional jobs in exactly the same manner as the first (job card, then document). If the scanner is already scanning documents, pressing [Start] will not be required. The job card will be scanned at the completion of the previous job.

5. If the job card is not present, you are prompted to load the job card. Otherwise, the following is displayed:

```
          READING JOB CARD
10:25 AM                          1-15-
                                    90
```

6. Once the entire job card is read, the following is displayed:

```
          READING JOB CARD
               COMPLETE
```

7. The display notes that the document is being stored to memory, and the terminal dials the specified phone number(s) and sends the document.

Viewing a reserved job

To view all jobs currently programmed in memory, print a Job Reserve report by doing the following:

1. Open the control panel door.
2. Press [Job Reserve Report]. The terminal prints the report.

For more information on the report, refer to *Job reserve report* in Chapter 6.

Canceling a reserved job

1. Press the Job Reserve button located under the special features on the upper portion of the control panel until the Job Reserve LED is lit. The following is displayed:

```
        ENTER JOB CARD NUMBER
>_
      THEN PRESS [ENTER] OR
```

2. Using the telephone keypad, enter the two-digit job number to be deleted (**01** through **15**).

3. Press [Enter]. The following is displayed:

```
     CARD ALREADY ASSIGNED >
          ACTIVATE, EDIT
PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **EDIT** flashes. Then press [Enter].

5. Once the **RETAIN JOB IN MEMORY** displays, select **NO** and press [Enter]. The job is deleted from memory.

Junk mail, eliminating

The terminal has the ability to reject junk mail. This option allows the terminal to reject mail from terminals that are not specified as valid remote terminals.

To use the junk mail elimination feature, do the following:

1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **MORE** flashes.
5. Press [Enter]. The following is displayed:

```
RECEIVE TO MEMORY,PRINT FROM
MEMORY,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until **MORE** flashes.
7. Press [Enter]. The following is displayed:

```
  JUNK MAIL, HARD DISK REFORMAT,
MORE
 PRESS [SELECT] THEN [ENTER] OR
```

8. Press [Select] until **JUNK MAIL** flashes.
9. Press [Enter]. The following is displayed:

```
    JUNK MAIL ELIMINATOR > OFF,
ON
 PRESS [SELECT] THEN [ENTER] OR
```

10. Press [Select] until the desired choice flashes:

Selections	Functions
OFF	Terminal will receive from any remote terminal.
ON	Allows terminal to reject mail from terminals not specified as valid remote terminals in your dial directory list.

11. Press [Enter]. The Junk Mail and Disk Reformat menu appears, allowing you to make additional choices.

```
  JUNK MAIL, HARD DISK REFORMAT,
MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Local terminal ID, assigning

Use the Terminal Setup button to assign an identification number to the local terminal.

To assign a local terminal ID, do the following:

1. Open the control panel door.
2. Press [Terminal Setup]. The following is displayed:

```
LOCAL TERMINAL ID,AUTO DIALING
SELECTION
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the **LOCAL TERMINAL ID** flashes.
4. Press [Enter]. The following is displayed:

```
>
    ENTER LOCAL ID THEN PRESS
[ENTER]
```

5. Using the telephone keypad, enter the local terminal identification (1-20 digits) and press [Enter]. The original [Terminal Setup] menu is displayed, as shown below, allowing you to make additional choices.

```
LOCAL TERMINAL ID,AUTO DIALING
SELECTION
 PRESS [SELECT] THEN [ENTER] OR
```

Local terminal name, assigning

The terminal can print a local terminal name on the headers of received or transmitted documents.

First, the received and/or transmitted headers must be enabled. Refer to *Enabling a received/transmitted header* in this chapter for directions.

Next, the local name must be enabled and assigned. Do the following steps:

1. Open the control panel door.
2. Press [Header Setup]. The following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **CONTENTS** flashes.
4. Press [Enter]. The following is displayed:

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **LOCAL NAME** flashes.
6. Press [Enter]. The following is displayed:

```
        LOCAL NAME >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

7. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Local terminal name does not display on received or transmitted header.
ON	Local terminal name does display on received or transmitted header.

8. Press [Enter].

   a. If you select **OFF** and press [Enter], the Content menu, as shown below, is displayed, allowing you to make additional choices.

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

   b. If you select **ON** and press [Enter], go to Step 9.

9. The following is displayed:

```
>_
  ENTER LOCAL NAME THEN PRESS
[ENTER]
```

10. Enter the local name (from 1-20 characters) and press [Enter]. The Contents menu, as shown below, is displayed, allowing you to make additional choices.

```
CONTENTS>LOCAL NAME, LOGO, BRIEF
MESSAGE
 PRESS [SELECT] THEN [ENTER] OR
```

Long original transmission/scan, enabling

This feature enables documents longer than 23.6 inches (600 mm) to be scanned and transmitted. This ensures that all documents can be successfully transmitted, regardless of their physical length.

NOTE: G3 terminals will receive a long original indefinitely without indicating a message code. G2 terminals stop receiving if the time exceeds 15 minutes.

To send a long document, do the following:

1. Open the control panel door.
2. Press [Long Original]. The following is displayed:

```
        LONG ORIGINAL >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	If original longer than 23.6 inches (600 mm) is sent, the terminal stops and a message code occurs.
ON	If original longer than 23.6 inches (600 mm) is sent, the terminal sends it as multiple documents.

4. Press [Enter]. The terminal returns to program mode.

Mailbox functions, using

This section provides procedures for the following mailbox functions:

- Clearing mailbox contents
- Retrieving mail
- Sending mail
- Storing mail in a local mailbox

Clearing mailbox contents

Use the Mailbox/Relay button on the top half of the control panel to clear the contents of a mailbox.

To clear the contents of a mailbox, do the following:

1. Press the Mailbox/Relay button located under Special Features for the top half of the control panel until the Mailbox/Relay LED lights up. The following is displayed:

```
JOB TYPE > SEND, POLL, CLEAR
MAILBOX
PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until **CLEAR MAILBOX** flashes.
3. Press [Enter]. The following is displayed:

```
       ENTER MAILBOX NUMBER       >_
  THEN PRESS [ENTER] OR [EXIT]
```

4. Using the telephone keypad, enter the three-digit number of the mailbox to be cleared.

5. Press [Enter]. The following is displayed:

```
        ENTER ACCOUNT NUMBER       >_

   THEN PRESS [ENTER] OR [EXIT]
```

6. Using the telephone keypad, enter the four-digit account number associated with the specified mailbox number.
7. Press [Enter]. The following is displayed:

```
TO CONFIRM CLEARING OF MAILBOX
>NNN
      PRESS [START] OR [EXIT]
```

   where **NNN** is the mailbox number specified in Step 4.

8. To clear the mailbox, press [Start]. Otherwise, press [Exit].
9. After pressing [Start], the contents of the mailbox are cleared and the following is displayed:

```
        CLEARING OF MAILBOX
>NNN
                COMPLETE
```

Retrieving mail

- Use the DTMF feature from any Touchtone telephone to retrieve mail on a G3 or G2 terminal.
- Use the Mailbox/Relay button on the control panel to retrieve mail from a remote 7032 / 7033 terminal.
- Use a Speed Dial number programmed with a mailbox poll to retrieve mail.

Note: Any person can retrieve mail from a public mailbox. However, only the person with the specified private mailbox number and account number can retrieve mail from that mailbox.

Retrieving mail using DTMF

Private mailbox retrieve

*** (3 tones) # (Acc. No.) ** (3 tones)**

1. Call the 7032 / 7033 terminal.
2. Press the [*] on the telephone keypad. Three tones from the terminal confirm DTMF mode.
3. Press the [#] and enter your 4-digit account number using the telephone keypad.
4. Press the [*] twice on the telephone keypad. Three tones from the terminal verify input.
5. Start normal receive operation.

   NOTE: If the account number does not exist, a sequence error is generated (LONG TONE). Press the [#] twice on the telephone keypad and return to Step 2.

   If the account number exists but there is no mail in the mailbox, a warbling tone is generated and the terminal disconnects from the line.

Public mailbox retrieve

*** (3 tones) (Mlbx. No.) ** (3 tones)**

1. Call the 7032 / 7033 terminal.
2. Press the [*] on the telephone keypad. Three tones from the terminal confirm DTMF mode.
3. Using the telephone keypad, enter the 3-digit public mailbox number.
4. Press the [*] twice on the telephone keypad. Three tones from the terminal verify input.

5. Start normal receive operation.

   NOTE: If the mailbox does not exist, or is not public, a sequence error is generated (LONG TONE). Press the [#] twice on the telephone keypad and return to Step 2.

   If the mailbox exists but there is no mail in the mailbox, a warbling tone is generated and the terminal disconnects from the line.

Retrieving mail using the Mailbox/Relay button

1. Press the Mailbox/Relay button (located under Special Features on the top half of the control panel) until the Mailbox/Relay LED is lit. The following is displayed:

```
 JOB TYPE >  SEND, POLL, CLEAR
MAILBOX
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until **POLL** flashes.
3. Press [Enter]. The following is displayed:

```
         ENTER MAILBOX NUMBER       >_

   THEN PRESS [ENTER] OR [EXIT]
```

4. Using the telephone keypad, enter the remote 3-digit mailbox number containing the mail to be retrieved. This mailbox number must be in the range of 1 to 99 (Example: 001 to 099).
5. Press [Enter]. The following is displayed:

```
ACCOUNT NUMBER ENTRY REQUIRED? >
YES, NO
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until the desired choice flashes.

Selections	Functions
YES	Select this if the remote mailbox is private (an account number is required). This account number must be in the range of 1 to 99 (Example: 0001 to 0099).
NO	Select this if the mailbox is public (no account number required).

7. Press [Enter].
8. To retrieve the document from the specified remote mailbox, you must enter the telephone number of the remote terminal using one of the following methods:
   - Use the telephone keypad.
   - Press a one-touch or speed dial key preprogrammed with the remote terminal's telephone number.
9. Press [Poll/Man Rcv] to retrieve or check for mail.

   NOTE: If your terminal displays an "Unable to receive-remote not ready" message the remote has no mail stored in the mailbox.

Retrieving mail using dial directory number

1. Press [Speed Dial]. The following is displayed:

```
ENTER SPEED DIAL NUMBER          >
```

   If using one-touch, go to Step 3.

2. Using the telephone keypad, enter the 3-digit speed dial directory number programmed to poll a mailbox. The following is displayed:

```
>(TELEPHONE NUMBER OF REMOTE)
   PRESS [POLL] TO RECEIVE
  :NNN
```

   where **NNN** is the 3-digit number you entered.

3. Press [Poll/Man Rcv] to retrieve or check for mail.

   NOTE: If your terminal displays an "Unable to receive-remote not ready" message the remote has no mail stored in the mailbox.

Sending mail

There are three methods for sending mail:

- Use the DTMF feature from any Touchtone telephone to send a document from a G3 or G2 terminal to a mailbox. See send to a private mailbox in the DTMF feature section of this chapter.
- Use the Mailbox/Relay feature (located under Special Features on the top half of the control panel) to send to a mailbox.
- Use the speed dial directory number programmed to send to a mailbox. See *Setting up the dial directory* in this chapter.

Note: Any person can send mail to a private mailbox.

Sending mail using dial directory number

1. Load the document in the automatic document feeder. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
 OR PRESS [COPY]
```

2. Use one-touch button or speed dial with 3-digit speed dial number programmed for loading a remote mailbox. The following is displayed:

```
      STORING PAGE TO MEMORY
 SIZE % : XXX
```

3. After document is stored, the following is displayed:

```
(TELEPHONE NUMBER OF REMOTE)
      DIALING TELEPHONE NUMBER
```

4. After call is connected terminal performs the preprogrammed mailbox send operation.

Storing mail in a local mailbox

To store mail in a local mailbox, do the following:

1. Load the document in the automatic document feeder .
2. Press [Speed Dial]. The following is displayed. If one-touch is used go to Step 4.

```
ENTER SPEED DIAL NUMBER          >
```

3. Using the telephone keypad, enter the 3-digit speed dial directory number associated with the mailbox. The following is displayed:

```
>NNN,
   ENTER NEXT NUMBER OR PRESS
[START]
```

   where **NNN** is the 3-digit number you entered.

4. If you wish to enter additional mailboxes, use the telephone keypad to enter additional 3-digit mailbox numbers. When all desired mailbox numbers are entered, press [Start].

5. If the specified mailbox is public, the following is displayed:

   NOTE: If the following is not displayed, the specified mailbox is private. Continue to Step 6.

```
        ENTER ACCOUNT NUMBER      >_
     THEN PRESS [ENTER] OR
[EXIT]
```

   Using the telephone keypad, enter the 4-digit account number associated with the public mailbox and press [Enter].

6. The document is stored into the mailbox and the following is displayed:

```
          LOADING MAILBOX
10:25 AM                    1-15-90
```

7. When the document is completely stored in the mailbox, the following is briefly displayed. Then the terminal returns to idle mode.

```
LOADING MAILBOX
COMPLETE
```

Memory options, specifying (receive, out of paper receive, print, memory full)

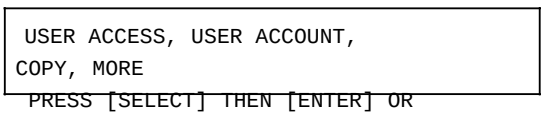
The following options can be specified regarding how certain operations are handled in relationship to the terminal's memory:

- Receive to memory - Allows the terminal to receive documents to memory without being printed.
- Out of paper receive to memory - Allows the terminal to receive documents to memory when the terminal is out of paper or donor film.
- Print from memory - Allows the user to print any document received and stored to memory.
- Memory full option - Allows the user to specify whether the terminal is to proceed with or cancel a send operation when memory is full.

Specifying receive to memory option

To specify the receive to memory option, do the following:

1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:



4. Press [Select] until **MORE** flashes. Then press [Enter].

5. The following is displayed:

```
RECEIVE TO MEMORY,PRINT FROM
MEMORY,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until **RECEIVE TO MEMORY** flashes.

7. Press [Enter]. The following is displayed:

```
       RECEIVE TO MEMORY > OFF,
ON
 PRESS [SELECT] THEN [ENTER] OR
```

CAUTION

Do not perform this operation during a receive (on-line) operation.

8. Press [Select] until the desired choice flashes:

Selections	Functions
OFF	Terminal prints received documents.
ON	Terminal receives documents to memory for later printing.

NOTE: If documents have been received to memory, the display will indicate "Print From Memory". Refer to "Specifying print from memory option" in this chapter.

9. Press [Enter]. The original Memory Options menu is displayed, as shown below, allowing you to make additional choices:

```
RECEIVE TO MEMORY,PRINT FROM
MEMORY,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Specifying out of paper receive to memory option

To specify the out of paper receive to memory option, do the following:

1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **MORE** flashes.
5. Press [Enter]. The following is displayed:

```
RECEIVE TO MEMORY,PRINT FROM
MEMORY,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until **MORE** flashes.
7. Press [Enter]. The following is displayed:

```
  JUNK MAIL, HARD DISK REFORMAT,
MORE
 PRESS [SELECT] THEN [ENTER] OR
```

8. Press [Select] until **MORE** flashes. Then press [Enter]. The following is displayed:

```
  OUT OF PAPER-RECEIVE TO
MEMORY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

9. Press [Select] until **OUT OF PAPER-RECEIVE TO MEMORY** flashes.

10. Press [Enter]. The following is displayed:

```
OUT OF PAPER-RECEIVE TO MEMORY >
OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
```

11. Press [Select] until the desired choice flashes:

Selections	Functions
OFF	Terminal does not receive documents to memory when out of paper or donor film.
ON	Allows terminal to receive documents to memory when the terminal is out of paper or donor film.

12. Press [Enter]. The Out of Paper-Receive to Memory Options menu is displayed, as shown below, allowing you to make additional choices:

```
  OUT OF PAPER-RECEIVE TO
MEMORY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Specifying print from memory option

To print a document from memory, do the following:

1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **MORE** flashes. Then press [Enter].
5. The following is displayed:

```
RECEIVE TO MEMORY,PRINT FROM
MEMORY,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until **PRINT FROM MEMORY** flashes.
7. Press [Enter].

   a. If no document is in memory, the following is displayed:

```
THERE ARE NO DOCUMENTS IN MEMORY
10:25 AM                        1-15-
                                  90
```

   b. If there are one or more documents in memory, the following is displayed:

```
  PRINTING DOCUMENT FROM MEMORY
```

The document(s) in memory are printed.

Specifying memory full option

To specify the action when memory is full, do the following:

1. Open the control panel door.
2. Press [Send Options]. The following is displayed:

```
  PAGE COUNT, POLLED MODE,
MEMORY FULL
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **MEMORY FULL** flashes.
4. Press [Enter]. The following is displayed:

```
  MEMORY FULL OPTIONS >  CANCEL,
SEND
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
CANCEL	The portion of the document scanned prior to reaching the memory full state is deleted, and the operation is canceled.
SEND	The portion of the document in memory is sent when the memory full state is reached.

6. Press [Enter]. The original Send Options menu displays, as shown below, allowing you to make additional choices.

```
  PAGE COUNT, POLLED MODE,
MEMORY FULL
 PRESS [SELECT] THEN [ENTER] OR
```

Memory reallocation

Memory reallocation expands the memory size and can only be performed on a terminal without Hard disk. This is accomplished by adding the memory used for ECM (Error Correct Mode) and Receive Reduction to the document storage memory.

CAUTION

If memory is reallocated, data stored to memory is lost. All files, mailboxes, and delayed starts should be sent or printed.

1. Open the control panel door.
2. Press [Terminal Options]. After the prompt, enter the 4-digit key operator account number using the telephone keypad.
3. Press [Enter]. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **MORE** flashes.
5. Press [Enter]. The following is displayed:

```
RECEIVE TO MEMORY,PRINT FROM
MEMORY,MORE
 PRESS [SELECT] THEN [ENTER] OR
```

6. Press [Select] until **MORE** flashes.
7. Press [Enter]. The following is displayed:

```
  JUNK MAIL, HARD DISK REFORMAT,
MORE
 PRESS [SELECT] THEN [ENTER] OR
```

8. Press [Select] until **MORE** flashes. Then press [Enter]. The following is displayed:

```
  OUT OF PAPER-RECEIVE TO
MEMORY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

9. Press [Select] until **MORE** flashes. Then press [Enter]. The following is displayed:

```
    MEMORY REALLOCATION, MORE
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

10. Press [Select] until **MEMORY REALLOCATION** flashes. Then press [Enter]. The following is displayed:

```
   MEMORY REALLOCATION > OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

11. Press [Select] until the desired choice flashes:

Selections	**Functions**
ON	Allows terminal to reallocate memory for document storage. All previously recorded data is deleted.
OFF	Does not allow terminal to reallocate memory for document storage.

12. Press [Enter].

    a. If you selected **OFF**, continue to Step 13.

    b. If you select **ON** the following caution is displayed:

```
 CAUTION - DOCUMENTS WILL BE
LOST
 PRESS [START] TO CONFIRM OR
```

    Pressing **START** causes all documents in memory to be deleted and memory to be reallocated. Continue to Step 13.

13. Press [Enter]. The original Terminal Options menu is displayed, as shown below, allowing you to make additional choices:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Page count requirements, specifying

The terminal can be set up to require the operator to enter the number of pages to be sent.

To specify page count requirements, do the following:

1. Open the control panel door.
2. Press [Send Options]. The following is displayed:

```
  PAGE COUNT, POLLED MODE,
MEMORY FULL
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the **PAGE COUNT** flashes.
4. Press [Enter]. The following is displayed:

```
        PAGE COUNT >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Operator does not need to enter page count prior to a send operation.
ON	Operator must enter page count prior to a send operation.

6. Press [Enter]. The original Send Options menu displays to allow further feature selection.

```
  PAGE COUNT, POLLED MODE,
MEMORY FULL
 PRESS [SELECT] THEN [ENTER] OR
```

Pending job, viewing/deleting

Use the Pending Job View/Delete button to view or delete a pending job, such as the following jobs:

- Documents and associated job information for operations such as delayed start, store and forward, and pending redial
- Pending poll operation

Viewing/deleting a document and associated job information

To delete a document and associated job information (for operations such as delayed start, store and forward, and pending redial), do the following:

1. Open the control panel door.
2. Press [Pending Jobs Report] for a printout of pending jobs.
3. Press [Pending Job View/Delete]. The following is displayed:

```
 JOB TYPE > DOCUMENTS IN MEMORY,
POLL
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: If no jobs are currently pending, the following is displayed:

```
   THERE ARE NO JOBS CURRENTLY
                PENDING
10:25 AM                        1-15-90
```

4. Press [Select] until the **DOCUMENTS IN MEMORY** flashes.

5. Press [Enter]. The following is displayed:

```
      ENTER DOCUMENT NUMBER   >_
      THEN PRESS [ENTER] OR
[EXIT]
```

6. Using the telephone keypad, enter the number associated with the document you wish to view and/or delete. Press [Enter].

   NOTE: If you are not sure of the number assigned to the document you wish to view and/or delete, refer to the Pending Job Report.

7. The following is displayed:

```
     DOCUMENT TO BE > VIEWED,
DELETED
 PRESS [SELECT] THEN [ENTER] OR
```

   NOTE: If the document number specified in Step 6 is a mailbox document, you are first prompted for a user account number.

8. Press [Select] until the desired choice flashes:

Selections	**Functions**
VIEWED	Select a document to be printed for viewing.
DELETED	Select a document (and therefore the associated job information) to be deleted.

5. Press [Enter].

If you selected:	Go to:
VIEWED	A
DELETED	B

A. VIEWED

1. The following is displayed:

```
      PRINTING DOCUMENT FROM
MEMORY
```

2. Once the job is finished printing, the following is briefly displayed:

```
      PRINTING DOCUMENT FROM
MEMORY
                    COMPLETE
```

3. The original Pending Job menu is displayed, as shown below, allowing you to make additional choices.

```
 JOB TYPE > DOCUMENTS IN MEMORY,
POLL
 PRESS [SELECT] THEN [ENTER] OR
```

B. DELETED

1. The following is displayed:

```
         DOCUMENT NUMBER
 >NNN
    PRESS [START] TO DELETE OR
```

where **NNN** is the specified document number.

2. Press [Start] if you want the document and associated job information to be deleted. The original Pending Job menu is displayed, as shown below, allowing you to make additional choices.

```
 JOB TYPE > DOCUMENTS IN MEMORY,
POLL
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: If you do not want the job to be deleted at this time, press [Exit].

Deleting a pending poll operation

To delete a pending poll operation, do the following:

1. Open the control panel door.
2. Press [Pending Jobs Report] for a printout of pending jobs.
3. Press [Pending Job View/Delete]. The following is displayed:

```
 JOB TYPE > DOCUMENTS IN MEMORY,
POLL
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: If no jobs are currently pending, the following is displayed:

```
   THERE ARE NO JOBS CURRENTLY
               PENDING
10:25 AM                          1-15-90
```

4. Press [Select] until the **POLL** flashes.
5. Press [Enter]. The following is displayed:

```
 ENTER DOCUMENT NUMBER
  >_
  THEN PRESS [ENTER] OR [EXIT]
```

6. Using the telephone keypad, enter the number associated with the pending poll operation.

   NOTE: If you are not sure of the number assigned to this operation, refer to the "Pending Job Report" in Chapter 6.

7. The following is displayed:

```
 DOCUMENT TO BE  >  VIEWED,
DELETED
 PRESS [SELECT] THEN [ENTER] OR
```

8. Press [Select] until **DELETED** flashes.

   *NOTE: **VIEWED** is an invalid input.*

9. Press [Enter]. The following is displayed:

```
  DOCUMENT NUMBER
  >NNN
    PRESS [START] TO DELETE OR
```

where **NNN** is the specified document number.

10. Press [Start] to delete the pending poll operation. The original pending job menu is displayed, as shown below, allowing you to make additional choices.

```
  JOB TYPE > DOCUMENTS IN
MEMORY, POLL
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: If you do not want the job to be deleted at this time, press [Exit].

Receive interval, specifying

The user can specify a time for the terminal to wait. After four consecutive receive operations, this interval allows previously pre-programmed outgoing operations to be performed.

NOTE: This feature is not available in all countries.

To specify the receive interval, do the following:

1. Open the control panel door.
2. Press [Terminal Setup]. The following is displayed:

```
LOCAL TERMINAL ID,AUTO DIALING
SELECTION
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **AUTO DIALING SELECTION** flashes.
4. Press [Enter]. The following is displayed:

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **MORE** flashes.
6. Press [Enter]. The following is displayed:

```
     RECEIVE INTERVAL, RESEND,
MORE
 PRESS [SELECT] THEN [ENTER] OR
```

7. Press [Select] until **RECEIVE INTERVAL** flashes.

8. Press [Enter]. The following is displayed:

```
ENTER RECEIVE INTERVAL-0 TO 60
MIN. >05
      THEN PRESS [ENTER] OR
```

NOTE: The default receive interval is 5 minutes.

9. If you want to change the receive interval, press [Clear] twice. Valid intervals include any number from **5**, entered as **05**, to **60**. Using the telephone keypad, enter the desired pause time after 4 successful consecutive dialing attempts.

10. Press [Enter]. The Auto Dialing Selection menu is displayed, as shown below, allowing you to make additional choices.

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
  PRESS [SELECT] THEN [ENTER] OR
```

Received document reduction ratio, selecting

The terminal can be set up for one of the following reduction options for received documents:

- Terminal automatically decides best reduction ratio for received documents.
- All documents are reduced 97%.
- No received documents are reduced.

To select the desired reduction ratio, do the following:

1. Open the control panel door.
2. Press [Receive Options]. The following is displayed:

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **RECEIVE REDUCTION** flashes.
4. Press [Enter]. The following is displayed:

```
 RECEIVE REDUCTION > OFF, AUTO,
97%
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
AUTO	Local terminal determines the appropriate reduction ratio for the receive document.
97%	Received document is reduced to 97% of its original size.
OFF	Received document is not reduced.

3. Press [Enter]. The original Receive Options menu displays, as shown below, allowing you to make additional choices.

```
RECEIVE REDUCTION, CONTINUOUS
POLL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Received/transmitted header, enabling

The terminal can print a header on received documents. It can also transmit a header for documents when they are printed at the remote terminal. The header can include such information as time and date the document was received/sent, and the transmitting and receiving stations' identification.

Enabling a received header

To enable/disable the received header, do the following:

1. Open the control panel door.
2. Press [Header Setup]. The following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **RECEIVE HEADER** flashes.
4. Press [Enter]. The following is displayed:

```
 RECEIVE HEADER >  AUTO, FORCED,
OFF
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
FORCED	Receive Header is always printed on the received document.
AUTO	Receive Header is printed only if a header is not transmitted from the remote terminal.
OFF	Receive Header is never printed.

6. If you press [Enter], the following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

Sample received header

RCV BY: ABC 1-15-90; 10:25 AM; XYZ 12345; # 1

Received header format

The received header format is:

North American market:

RCV BY : (logo) mm-dd-yy hh:mm a/p; tid rid; # nn

European market:

RCV BY : (logo) dd-mm-yy hh:mm a/p; tid rid; # nn

The fields in the header are described below.

Field Name	Description
RCV BY:	Title field, identifying receive document header print.
(logo)	Company logo field
mm-dd-yy (or corresponding date format)	Date: month-day-year (North American market) day-month-year (European market)
hh:mm a/p	hh: Hour of received (local) start of transmission. mm: Minute of received (local) start of transmission. a/p: AM or PM (if a 12-hour clock has been selected).
tid	Transmitting station identification
rid	Receiving station identification
nn	Number of pages (within the batch) being received.

Enabling a transmitted header

To enable/disable the transmitted header, do the following:

1. Open the control panel door.
2. Press [Header Setup]. The following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **SEND HEADER** flashes.
4. Press [Enter]. The following is displayed:

```
        SEND HEADER  >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
ON	Transmit Header is always sent to the remote terminal.
OFF	Transmit header is not sent to the remote terminal.

6. If you press [Enter], the following is displayed:

```
 RECEIVE HEADER, SEND HEADER,
CONTENTS
 PRESS [SELECT] THEN [ENTER] OR
```

Sample transmitted header

SENT BY : ABC 1-15-91 10:25 AM; HAVE A NICE DAY; 12345 56789; # 1/ 1

Revision A

Transmitted header format

The transmitted header format is:

North American market:

SENT BY : (logo) mm-dd-yy hh:mm a/p; Brief Message tid rid; # nn/NN

European market:

SENT BY : (logo) dd-mm-yy hh:mm a/p; tid rid; # nn/NN

The fields in the header are described below.

Field Name	Description
“Brief Message”	A maximum 15 character message from transmitting terminal.
SENT BY:	Title field, identifying transmitted document header print.
(logo)	Company logo field
mm-dd-yy (or corresponding date format)	Date: month-day-year
hh:mm a/p	hh: Hour of the start of transmission. mm: Minute of the start of transmission. a/p: AM or PM (if a 12-hour clock has been selected).
tid	Transmitting station identification
rid	Receiving station identification
nn	Number of pages (within the batch) being sent.
NN	Page count (if the transmitting operator enters the number of pages being sent). If the transmitting operator does not enter the number of pages being sent, NN indicates the number of pages stored to the transmitting terminal's memory.

Redial options, specifying

The user can specify the number of times the terminal redials a number when a busy tone is detected. Also, the interval between these redial attempts can be specified. (Not available in all countries.)

Specifying the number of redial attempts

To specify the number of redial attempts, do the following:

1. Open the control panel door.
2. Press [Terminal Setup]. The following is displayed:

```
LOCAL TERMINAL ID,AUTO DIALING
SELECTION
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **AUTO DIALING SELECTION** flashes.
4. Press [Enter]. The following is displayed:

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **NUMBER OF REDIALS** flashes.
6. Press [Enter]. The following is displayed:

```
NUMBER OF
REDIALS>0,1,2,3,4,5,6,7,8,9,10
 PRESS [SELECT] THEN [ENTER] OR
```

   NOTE: The default is 3.

7. Press [Select] until the desired choice flashes. Select the number of times you want the terminal to redial a remote when detecting a busy signal.

8. Press [Enter]. The Auto Dialing Selection menu is displayed, as shown below, allowing you to make additional choices.

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Specifying the redial attempt interval

To specify the interval between redial attempts, do the following:

1. Open the control panel door.
2. Press [Terminal Setup]. The following is displayed:

```
LOCAL TERMINAL ID,AUTO DIALING
SELECTION
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **AUTO DIALING SELECTION** flashes.
4. Press [Enter]. The following is displayed:

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **REDIAL INTERVAL** flashes.
6. Press [Enter]. The following is displayed:

```
ENTER REDIAL INTERVAL-0 TO 255
MIN.>005
      THEN PRESS [ENTER] OR
```

*NOTE: The default redial interval is 5 minutes, represented as **005** in the display.*

7. If you want to change the redial interval, press [Clear] for each digit that needs to be changed. For example, if you want to change from 5 minutes to 7 minutes, press [Clear] once to clear the **5**. If you want to change from 5 minutes to 10 minutes, press [Clear] twice to clear out **05**.
8. Using the telephone keypad, enter the desired interval between redialing the remote terminal after a busy signal is detected.
9. Press [Enter]. The Auto Dialing Selection menu is displayed, as shown below, allowing you to make additional choices.

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
  PRESS [SELECT] THEN [ENTER] OR
```

Relay send operation, performing

Use the relay send feature to send a document to a remote 7032 / 7033 terminal, which then in turn sends that document to other terminals. To relay send you must be provided an account number and mailbox assignment from the remote relaying terminal. Also the dial directory information of the remote relaying terminal must be available so the final end station numbers can be identified and entered. There are three methods to relay send:

- One is from any G3 or G2 terminal that has a touch tone telephone dialer. See relay send to dial directory locations in the DTMF feature section of this chapter.
- Another method is to permanently record the relay send procedures in the dial directory for frequent use. See *Setting up the dial directory* in this chapter.
- The third method is for occasional “walk up” operation to your terminal. This method is used when you do not relay send to the same locations on a regular basis.

Using DTMF to relay send

NOTE: A list of dial directory numbers (DDN) must be available prior to performing this procedure.

Relay send to one location:

*** (3 tones) # (Acc. No.) # (DDN) ##(3 tones)**

Relay send to multiple locations:

*** (3 tones) # (Acct. No.) # (DDN) # (DDN) ##(3 tones)**

1. Call the 7032 / 7033 terminal.

2. Press the [*] on the telephone keypad. Three tones from the terminal confirm DTMF mode.
3. Press [#] once and enter your 4-digit account number followed by a second [#].
4. From the telephone keypad, enter the 3-digit dial directory number (DDN) followed by [#] twice if relay sending to one destination. Three tones verify input. If multiple destinations, press [#] once and enter the next dial directory number (DDN). When all DDNs have been entered, press [#] twice. Three tones from the terminal verify input followed by ready tones.
5. Start a normal send operation.

   NOTE: Dial directory numbers must be valid. If any are not valid or there are invalid account numbers, a sequence error is generated (LONG TONE). Press [#] twice on the telephone keypad and return to Step 2.

Using the mailbox/relay button to relay send

1. Place the document face down in the automatic document feeder.
2. Press the Mailbox/Relay button located under Special Features on the top half of the control panel until the Mailbox/Relay LED lights up. The following is displayed:

```
JOB TYPE > SEND, POLL, CLEAR
MAILBOX
PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **SEND** flashes.

4. Press [Enter]. The following is displayed:

```
JOB TYPE > RELAY SEND, MAILBOX,
                BOTH
  PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **RELAY SEND** flashes.
6. Press [Enter]. The following is displayed:

```
        ENTER ACCOUNT NUMBER       >_

   THEN PRESS [ENTER] OR [EXIT]
```

7. Using the telephone keypad, enter your four-digit account number assigned from the remote relaying terminal. This account number must be in the range of 1 to 99 (Example: 0001 to 0099) .
8. Press [Enter]. The following is displayed:

```
>_
  ENTER MAILBOX OR END STATION
NUMBERS
```

9. Using the telephone keypad, enter the three-digit end station number(s). The end station numbers must be in the range of 1 to 99 (Example: 001 to 099).
10. Press [Enter]. The following is displayed:

```
COPY THE RELAY STATION? > NO,
YES
  PRESS [SELECT] THEN [ENTER] OR
```

11. Press [Select] until the desired choice flashes.

Selections	Functions
NO	The remote relaying terminal does not print a copy of the relayed document.

YES	A copy of the relayed document is printed at the remote relaying terminal.

12. Press [Enter]. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
OR PRESS [COPY]
```

13. Enter the remote relaying terminal phone number using either the telephone keypad, one-touch, or speed dial methods.
14. Press [Start] and the terminal performs the specified relay send operation.

Using dial directory number to relay send

1. Load document in the automatic document feeder. The following is displayed:

```
SELECT FEATURES THEN DIAL OR
RESERVE JOB
OR PRESS [COPY]
```

2. Use one-touch button or speed dial with 3-digit speed dial number programmed for relay send. The following is displayed:

```
      STORING PAGE TO MEMORY
  SIZE % : XXX
```

3. After document is stored the following is displayed:

```
(TELEPHONE NUMBER OF REMOTE)
     DIALING TELEPHONE NUMBER
```

4. After call is connected, terminal performs the preprogrammed relay send operation.

Resend operation (after interruption), setting up

The user can specify whether a resend operation is attempted if data transfer is interrupted during a Store and Forward operation.

To set up the resend operation, do the following:

1. Open the control panel door.
2. Press [Terminal Setup]. The following is displayed:

```
LOCAL TERMINAL ID,AUTO DIALING
SELECTION
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **AUTO DIALING SELECTION** flashes.
4. Press [Enter]. The following is displayed:

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **MORE** flashes.
6. Press [Enter]. The following is displayed:

```
     RECEIVE INTERVAL, RESEND,
MORE
 PRESS [SELECT] THEN [ENTER] OR
```

7. Press [Select] until **RESEND** flashes.
8. Press [Enter]. The following is displayed:

```
RESEND > OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

9. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	If data transfer is interrupted during a transmit operation, the terminal will not attempt to resend the document.
ON	If data transfer is interrupted during a transmit operation, the terminal will attempt to resend the document.

10. Press [Enter]. The Auto Dialing Selection menu is displayed, as shown below, allowing you to make additional choices.

```
NUMBER OF REDIALS, REDIAL
INTERVAL, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

Resolution and original document defaults, setting

You can specify the terminal defaults for the resolution and the original documents setting (contrast) on the top portion of the control panel using the Terminal Defaults button.

To set the defaults, do the following:

1. Open the control panel door.
2. Press [Terminal Defaults]. The following is displayed:

```
TERMINAL DEFAULTS >
COMMUNICATION, PANEL
  PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **PANEL** flashes.
4. Press [Enter]. The following is displayed:

```
SELECT RESOLUTION AND ORIGINAL
DOCUMENT
       THEN PRESS [ENTER] OR
```

5. On the top portion of the control panel, select the desired defaults settings under Original Document (contrast and halftone) and Resolution. Refer to *Status indicators* in Chapter 3 for a description of these settings.
6. After completing the settings in Step 5, press [Enter]. The original Terminal Defaults menu is displayed, as shown below, allowing you to make additional choices.

```
TERMINAL DEFAULTS >
COMMUNICATION, PANEL
  PRESS [SELECT] THEN [ENTER] OR
```

Terminal volume levels (alarms, control panel, dialing), setting

You can control the following with the [Sound Control] button:

- Whether or not you hear a short tone each time a button on the control panel is pressed.
- Whether or not you hear the number being dialed when the terminal initiates a telephone call.
- The volume of the terminal alarms.
- The volume of the phone line sound while connecting to a remote.

Setting the alarm volume

To specify the volume of the terminal's alarms, do the following:

1. Open the control panel door.
2. Press [Sound Control]. The following is displayed:

```
  LISTEN TO DIAL, PANEL TONE,
SPEAKER
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **SPEAKER** flashes.
4. Press [Enter]. The following is displayed:

```
       ALARM VOLUME >  1, 2, 3,
4
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until the desired choice flashes. A selection of 1 denotes the lowest volume and 4 denotes the highest volume.

6. Press [Enter]. The following is displayed:

```
    PHONE LINE VOLUME >  1, 2,
3, 4
 PRESS [SELECT] THEN [ENTER] OR
```

7. Press [Select] until the desired choice flashes. A selection of 1 denotes the lowest volume and 4 denotes the highest volume.
8. Press [Enter]. The original Sound Control menu is displayed, as shown below, allowing you to make additional choices.

```
  LISTEN TO DIAL, PANEL TONE,
SPEAKER
 PRESS [SELECT] THEN [ENTER] OR
```

Setting the control panel volume

To specify whether or not you hear a tone when a control panel button is pressed do the following:

1. Open the control panel door.
2. Press [Sound Control]. The following is displayed:

```
  LISTEN TO DIAL, PANEL TONE,
SPEAKER
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **PANEL TONE** flashes.
4. Press [Enter]. The following is displayed:

```
       PANEL KEYTONE >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	You do not hear sound when you press a button on the control panel.
ON	You hear a short tone when you press a button on the control panel.

6. Press [Enter]. The original Sound Control menu is displayed, as shown below, allowing you to make additional choices.

```
  LISTEN TO DIAL, PANEL TONE,
SPEAKER
 PRESS [SELECT] THEN [ENTER] OR
```

Setting the dialing volume

To assign a dialing volume level, do the following:

1. Open the control panel door.
2. Press [Sound Control]. The following is displayed:

```
  LISTEN TO DIAL, PANEL TONE,
SPEAKER
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **LISTEN TO DIAL** flashes.
4. Press [Enter]. The following is displayed:

```
      LISTEN TO DIAL >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

5. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	You cannot hear the terminal when it dials the remote terminal.
ON	You can hear the terminal when it dials the remote terminal.

6. Press [Enter]. The original Sound Control menu is displayed, as shown below, allowing you to make additional choices.

```
  LISTEN TO DIAL, PANEL TONE,
SPEAKER
 PRESS [SELECT] THEN [ENTER] OR
```

Time and date, setting

Use the Time & Date button to set the current time for control panel display. This feature also allows the selection of a 12-hour clock (AM and PM) or 24-hour clock.

To set the time and date, do the following:

1. Open the control panel door.
2. Press [Time & Date]. The following is displayed:

```
   DATE AND TIME >  12 HOUR, 24
HOUR
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
12 HOUR	Terminal displays and prints time with AM or PM designation.
24 HOUR	Terminal displays and prints time on a 24-hour basis (no AM or PM designation).

4. Press [Enter]. The following is displayed:

```
ENTER DATE THEN TIME > _0- 0- 0
0:00 AM
PRESS [ENTER] AFTER DATE AND
```

NOTE 1: If you selected 24 HOUR in Step 3, the AM or PM designation does not display.
NOTE 2: If a date and time has previously been entered, that date and time will be displayed.

5. The cursor is located in the month field (day field for the European market). The [Clear] key is used to position the cursor. Using the numbers on the telephone keypad, enter the current month and press [Enter].

   *NOTE: In the North American market, the date format is **MM-DD-YY**. For the European market, the date format is **DD-MM-YY***

6. The cursor is now in the day field (month field for the European market). The [Clear] key is used to position the cursor. Using the telephone keypad and pressing [Enter] after each field, enter the following in order from left to right: day, year, hour, and minute. Depending on the selection of 12 or 24 hour time in Step 3, the following occurs after pressing [Enter] following the minute entry:

Selection in Step 3:	Result:
12 HOUR	Go to Step 7.
24 HOUR	Time and date setting complete; terminal returns to program mode.

7. The following is displayed:

```
SELECT AM OR PM MM-DD-YY HH:MM >
AM, PM
 PRESS [SELECT] THEN [ENTER] OR
```

   where **MM-DD-YY** (or **DD-MM-YY**) **HH:MM** are the date and time entered in Steps 5 and 6.

8. Press [Select] until the desired choice (AM or PM) flashes and then press [Enter]. The terminal returns to program mode.

User access, setting up

User access is a feature to place the terminal in a security mode to authorize usage. In this security mode an account number is required to operate normal terminal functions such as sending, polling, or copying.

To set up user access, do the following:

1. Open the control panel door.
2. Press [Terminal Options].The following is displayed:

```
 ENTER KEY OPERATOR ACCOUNT
NUMBER  >_
   THEN PRESS [ENTER] OR [EXIT]
```

   a. If a key operator account number has been set up, use the telephone keypad to enter the key operator account number. Continue to Step 3.

   b. If a key account number has not been set up yet, use the telephone keypad to assign the four-digit key operator account number. The following is displayed:

```
RECORD KEY OPERATOR ACCOUNT
NUMBER >1234
   FOR YOUR RECORD PRESS [ENTER]
```

   *NOTE: **1234** is an example account number.*

   After recording the number, continue to Step 3.

3. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
  PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **USER ACCESS** flashes.
5. Press [Enter]. The following is displayed:

```
USER ACCESS >  FREE, BY ACCOUNT
PRESS [SELECT] TO CHANGE THEN
[ENTER]
```

6. Press [Select] until the desired choice flashes.

Selections	Functions
FREE	Users can access all terminal functions without entering an account number.
BY ACCOUNT	Users must enter an account number to access any terminal functions.

7. Press [Enter]. The following is displayed:

```
ENTER KEY OPERATOR ACCOUNT
NUMBER >NNNN
    THEN PRESS [ENTER] OR [EXIT]
```

where **NNNN** is the current key operator account number.

8. Press [Enter]. The following is displayed:

```
RECORD KEY OPERATOR ACCOUNT
NUMBER >NNNN
 FOR YOUR RECORD THEN PRESS
```

9. Press [Enter]. The original Terminal Options menu is displayed, as shown below, allowing you to make additional choices:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

NOTE: If [Exit] is selected after activating "By Account" wait one minute for terminal to reset.

User account, setting up/deleting

In security mode, an account number is required to operate normal terminal functions such as sending, polling, or copying. This section describes the procedure for setting up user accounts.

To set up or delete a user account, do the following:

NOTE: You can establish a maximum of 50 accounts.

1. Open the control panel door.
2. Press [Terminal Options].The following is displayed:

```
 ENTER KEY OPERATOR ACCOUNT
NUMBER  >_
   THEN PRESS [ENTER] OR [EXIT]
```

   a. If a key operator account number has been set up use the telephone keypad to enter the key operator account number. Continue to Step 3.

   b. If a key account number has not been set up yet, use the telephone keypad to assign the four-digit key operator account number. The following is displayed:

```
RECORD KEY OPERATOR ACCOUNT
NUMBER >1234
   FOR YOUR RECORD PRESS [ENTER]
```

   *NOTE: **1234** is an example account number.*

   After recording the number, continue to Step 3.

3. The following is displayed:

```
 USER ACCESS, USER ACCOUNT,
COPY, MORE
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until **USER ACCOUNT** flashes.
5. Press [Enter]. The following is displayed:

```
  ACCOUNT >  ESTABLISH, DELETE
 PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

6. Press [Select] until the desired choice flashes.

Selections	**Functions**
ESTABLISH	Establish a new account or edit information for an existing account.
DELETE	Delete an existing account.

7. Press [Enter]. The following is displayed:

```
       ENTER ACCOUNT NUMBER     >_
   THEN PRESS [ENTER] OR [EXIT]
```

8. Using the telephone keypad, enter a 4-digit account number to be established, edited, or deleted; then press [Enter].

   *NOTE: If the recipient of the account number will be conducting relay send operations from a remote location, assign an account number from 1 to 99, for example, **0001** to **0099**.*

a. If you selected **DELETE** in Step 6, the specified account number is deleted and the following is displayed:

```
ACCOUNT >  ESTABLISH, DELETE
   THEN PRESS [ENTER] OR [EXIT]
```

b. If you selected **ESTABLISH** in Step 6 and the account number is already in use, the following is displayed:

```
THIS ACCOUNT IS ALREADY USED >
1234
   EDIT OR PRESS [ENTER] OR
```

Press [Enter] and continue to Step 7.

c. If you selected **ESTABLISH** in Step 6 and the display in Step 2b does not appear, the account number is available. Continue to Step 9.

9. The following is displayed:

```
ACCOUNT 1234>MAILBOX    ,NAME
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

NOTE: If a mailbox number and/or name have been previously assigned to the specified account number, they are displayed.

10. Press [Select] until the desired choice flashes:

Selections	**Functions**
MAILBOX	Assign mailbox information to the account number.
NAME	Assign a name to the account number. This is helpful in reports.

11. Press [Enter]. Refer to the table below for the next action:

If you selected:	Go to:
MAILBOX	A
NAME	B

A. MAILBOX

1. The following is displayed:

```
        ENTER MAILBOX NUMBER      >_
    THEN PRESS [ENTER] OR [EXIT]
```

NOTE: You can assign a maximum of 50 mailboxes.

2. Using the telephone keypad, enter a 3-digit mailbox number; then press [Enter].

NOTE: Assign any three-digit number from 050 through 099. Assigning mailbox numbers in this range avoids using one-touch dial locations and allows automatic mailboxing using speed dial special features.

a. If the mailbox number is already in use the following is displayed:

```
THIS MAILBOX NUMBER IS ALREADY
USED>123
    EDIT OR PRESS [EXIT]
```

If required, edit the number and continue to Step 3 or press [Exit].

b. If the display in Step 2a does not appear, the mailbox number is available. Continue to Step 3.

3. The following is displayed:

```
SELECT MAILBOX TYPE > PRIVATE,
PUBLIC
 PRESS [SELECT] THEN [ENTER] OR
```

4. Press [Select] until the desired choice flashes:

Selections	Functions
PRIVATE	Mailbox access is restricted to a specified account number.
PUBLIC	Designates unrestricted mailbox access. Account number is not required.

5. Press [Enter]. The following is displayed allowing you to assign a name or additional mailbox numbers.

```
ACCOUNT 1234 > MAILBOX NNN, NAME
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

where **NNN** is the mailbox number entered in Step 2.

B. NAME

1. The following is displayed:

```
     ENTER NAME > _
   THEN PRESS [ENTER] OR [EXIT]
```

2. Using the buttons assigned to the desired characters on the lower portion of the control panel, enter a 1 to 10 character name; then press [Enter].
3. The following is displayed allowing you to verify the name and mailbox number.

```
ACCOUNT 1234 > MAILBOX, NNN,
NAME
 PRESS [SELECT] THEN [ENTER] OR
```

Voice request, signaling

The Voice Request feature allows you to activate an intermittent signal to a remote operator when you wish to talk to them. You can talk to them before transmission, after a page is transmitted, or after job completion. You can also be signaled by the remote operator, if that person wishes to talk.

If either operator fails to answer when the voice request sounds, the call disconnects.

To signal a voice request, do the following:

1. Open the control panel door.
2. Press [Voice Request]. The following is displayed:

```
TYPE > PAGE END, JOB END, PRE-
                JOB
PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
PAGE END	Terminal signals voice request to remote operator at the end of the first page.
JOB END	Terminal signals voice request to remote operator at the end of the job (BATCH).
PRE-JOB	Terminal signals voice request to remote operator prior to ANY transmission.

4. Press [Enter]. The following is displayed:

```
DIAL NUMBER OR CONTINUE SETUP
              XX SEC
PRESS [STOP] TO CANCEL SETUP
```

   If **PAGE END** or **JOB END** was selected, load documents in automatic document feeder.

5. Using the telephone keypad, one-touch, or speed dialing, enter the desired telephone number. Then press [Start].

6. At the point specified to establish voice contact, the terminal indicates to the remote operator that voice contact is desired with an alarm tone. Your terminal displays:

```
LIFT HANDSET THEN PRESS [VOICE
            REQUEST]
AND WAIT TO SPEAK TO REMOTE
```

   Lift handset, lower control panel door and press [Voice Request]. This establishes voice contact with remote operator.

   NOTE: If continuing with an operation, follow display messages.

6. Printing and Using Reports 6-1

- Report options 6-2
- A. Transmission 6-4
- B. Store-forward 6-5
- C. Relay 6-6
- D. More 6-7
- Report headers 6-11
- Activity report 6-12
- Dial directory report 6-21
- Job reserve report 6-28
- Mailbox report 6-31
- Mailbox/account number report 6-34
- Master journal report 6-38
- Memory full report6-43
- Multipoll report 6-48
- Options report 6-52
- Pending job report 6-57
- Power off report 6-63
- Relay send report 6-68
- Store and forward report 6-72
- Transmission report 6-77
- Glossary for printing and using the reports 6-81

6. Printing and using reports

This chapter contains information about the reports available from your terminal.

Chapter 6 includes the following topics:

- Discussion of the Report Options button. Use this button to specify conditions for automatic printing of some reports.
- Description of the contents of the header information contained on most of the reports.
- Lists the reports alphabetically and includes the following information for each:
  - Overview of report
  - Procedure to print report, if applicable

    NOTE: Some reports print automatically. In this situation, the discussion includes the conditions that cause the report to print, or any settings that must be made for automatic printing of the report.
  - Sample report
  - Description of report contents
- Glossary of report terms.

Report options

[Report Options] allows operator determination of conditions for printing reports that can be automatically generated by the terminal. The operator can specify the following to be printed automatically:

- Transmission Report following the end of every transmission or every failed transmission.
- Store-Forward Report following completion of transmission to all destinations in a dial group.
- Activity Report following each 100 transactions.
- Multipoll Report upon completion of a poll cycle to all destinations for the job.
- Mailbox Report upon receipt of mail to the local terminal.
- Journal Report upon recording 100 new “By Account” activities.

To set any of these features, do the following:

1. Open the control panel door.
2. Press [Report Options]. The following is displayed:

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
TRANSMISSION	Select conditions for automatic printout of a Transmission Report.
STORE-FORWARD	Select whether or not a Store-Forward Report is automatically printed following transmission completion to all job destinations.
RELAY	Specify whether relay send report is printed after job completion.
MORE	Allow further feature selection for additional reports.

4. Press [Enter].

If you selected:	Go to:
TRANSMISSION	A
STORE-FORWARD	B
RELAY	C
MORE	D

A. TRANSMISSION

1. The following is displayed:

```
TRANSMISSION REPORT >OFF, ON
FAILURE, ON  PRESS [SELECT] THEN
[ENTER] OR [EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Transmission Report is never automatically printed.
ON FAILURE	Transmission Report automatically printed only after any failed transmission.
ON	Transmission Report automatically printed after every transmission.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

B. STORE-FORWARD

1. The following is displayed:

```
STORE-FORWARD REPORT >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Store-Forward Report never automatically printed.
ON	Store-Forward Report automatically printed upon transmission completion to all job destinations.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

C. RELAY

1. The following is displayed:

```
      RELAY REPORT > OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Relay send report is not printed.
ON	Relay send report is automatically printed at the local terminal after job completion.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

D. MORE

1. The following is displayed:

```
ACTIVITY,MULTIPOLL,MAILBOX,JOURN
AL,MORE PRESS [SELECT] THEN
[ENTER] OR [EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
ACTIVITY	Select whether Activity Report to be automatically printed after each 100 transactions.
MULTIPOLL	Select whether Multipoll Report to be automatically printed at the end of poll cycle for all job destinations.
MAILBOX	Select whether Mailbox Report to be automatically printed upon receipt of mail at the terminal.
JOURNAL	Select whether Master Journal Report to be automatically printed after 100 new “By Account” activities.
MORE	Returns to the original Report Options menu, allowing you to make additional choices.

3. Press [Enter].

If you selected:	Go to:
ACTIVITY	D1
MULTIPOLL	D2
MAILBOX	D3
JOURNAL	D4

D1. ACTIVITY

1. The following is displayed:

```
  AUTOMATIC ACTIVITY REPORT >
OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Activity Report never automatically printed.
ON	Activity Report automatically printed after every 100 transactions.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

D2. MULTIPOLL

1. The following is displayed:

```
      MULTIPOLL REPORT >  OFF
,ON
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Multipoll Report never automatically printed.
ON	Multipoll Report automatically printed upon completion of a poll cycle to all job destinations.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

D3. MAILBOX

1. The following is displayed:

```
       MAILBOX REPORT >  OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Mailbox Report never automatically printed.
ON	Mailbox Report automatically printed upon receipt of mail to the local terminal.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

D4. JOURNAL

1. The following is displayed:

```
  AUTOMATIC JOURNAL REPORT >
OFF, ON
 PRESS [SELECT] THEN [ENTER] OR
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Master Journal Report never automatically printed.
ON	Master Journal Report automatically printed upon recording 100 “By Account” activities.

3. Press [Enter]. The original Report Options menu is displayed, as shown below, allowing you to make additional choices.

```
TRANSMISSION,STORE-
FORWARD,RELAY,MORE PRESS
[SELECT] THEN [ENTER] OR [EXIT]
```

Report headers

Most of the reports contain header information immediately under the name of the report, as seen below:

```
DATE/TIME          1- 2-90  2:20PM
LOCAL TERMINAL ID.       3201556728
LOCAL NAME          ENGINEERING 2G
COMPANY LOGO                  XEROX
```

The only report that does not contain this information is the Transmission Report, which confirms that a document was sent or contains error codes if document not successfully sent.

The report header, as shown above, contains:

Field Name	Description
Date/Time	Date and time the report was printed.
Local Terminal ID.	Identification number for this terminal.
Local Name	Name assigned to this terminal.
Company Logo	Company name.

Activity report

The terminal stores information on send and receive operations in its memory; this information can then be printed on the Activity Report.

The user can obtain the Activity Report using one of the following methods:

- Specifying an automatic printing every 100 transactions.
- Manually specifying an immediate printing of the Activity Report.
- In secure mode (user access - “By Account”), an individual Activity Report may be printed by selecting **INDIVIDUAL** in the Activity Report menu. This report can only be printed manually.

To print report (automatically)

Refer to *Report Options* in this chapter for instructions on setting up the terminal to automatically print the Activity Report.

To print report (manually) in free mode

1. Open the control panel door.
2. Press [Activity Report]. The report begins printing and the following is displayed:

```
          REPORT PRINTING
        PRESS [STOP] TO END
```

3. When the report completes printing, the following is briefly displayed:

```
          REPORT COMPLETE
10:25 AM                        1-15-90
```

The successful alarm indicates printing completion. The terminal returns to program mode.

To print report (manually) in by account mode

1. Enter Account number.
2. Open the control panel door.
3. Press [Activity Report]. The following is displayed:

```
REPORT > ALL, INDIVIDUAL
  PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

4. Press [Select] until the desired choice flashes.

Selections	Functions
ALL	The accumulated send and/or receive operations (up to a maximum of 100).

INDIVIDUAL — The accumulated send or poll operations for an individual user (up to 100 operations).

5. Press [Enter]. The report begins printing and the following is displayed:

```
REPORT PRINTING
PRESS [STOP] TO END
```

6. When the report completes printing, the following is briefly displayed:

```
REPORT COMPLETE
10:25 AM                    1-15-90
```

7. The successful alarm indicates printing completion. The terminal returns to the program mode.

Sample activity report

ACTIVITY REPORT

DATE/TIME 3-1-90 2:52 PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

*** SEND ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	J.G. HORNRUD	10-15-90 10:23AM	9'40"	4/ 4	48 EC	COMPLETED 4800
2	203	11:46AM	9'20"	10/ 17	48 EC SF MB	COMMUNICATION ERROR E205 2400 0514 11,12,13,14,15,16,17
3	1234567890	2:22PM	19'45"	0/ 0	EC MB	CALL UNSUCCESSFUL OP24 0368
4	2050	3:35PM	10'40"	6/ 6	EC SF	COMPLETED 9600
4	2050	SAME CALL	6'50"	4/ 4	EC SF	COMPLETED 9600
4	2050	SAME CALL	6'50"	4/ 4	EC SF	COMPLETED 9600
5	OUTLAND UNIT	6:59PM	19'45"	5/ 5	48 EC SF	COMPLETED 4800
5	OUTLAND UNIT	SAME CALL	18'15"	5/ 5	48 EC SF	COMPLETED 4800
6	234567/$$$$/4567890	10-16-90 10:59AM	0'00"	0/ 3	48 EC RI	REMOTE WAS BUSY
7		12:00PM				POWER INTERRUPTION DOCUMENT IN MEMORY LOST
8	OVERUNDER SUPPLY	5:05PM	0'00"	0/ 41	G2 RS	MEMORY CAPACITY EXCEEDED
		TOTAL	1:09'10"	38		

*** RECEIVE ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	THE SUPPLY STORE	10-18-90 10:23AM	9'40"	004	EC RS	COMPLETED 9600
2	203	11:46AM	9'40"	001	EC RM	COMMUNICATION ERROR E212 2400 0517 11,12,13,14,15,16,17
3	1234567890	2:22PM	19'45"	000	EC RM	CALL UNSUCCESSFUL OP37 035E
		TOTAL	41'15"	005		

NOTE :
No. : OPERATION NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE SF : STORE & FORWARD RI : RELAY INITIATE RS : RELAY STATION
MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY

Activity report format

If a hard disk failure has occurred, the following message is displayed immediately after the report title: **HARD DISK FAILURE**. This message remains displayed on every Activity Report printed until the problem with the hard disk is solved. Refer to Chapter 9, “Solving Problems.”

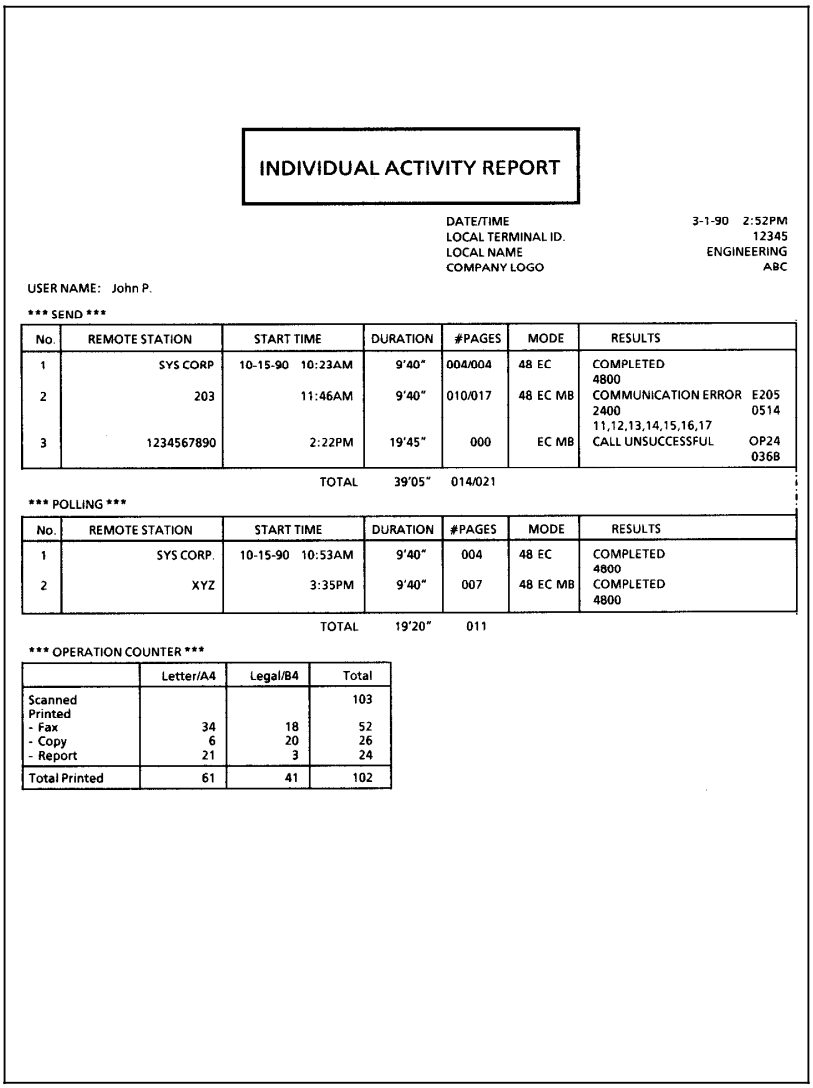
A Send log and Receive log follow the header. The Send and Receive logs display the following:

Column Name	Description
No.	Activity report line number assigned by the terminal.
Remote Station	Remote identification number or name to which document was sent (Send log) or from which received document was sent (Receive log). In the Send log, a telephone symbol precedes any remote station telephone numbers entered using the keypad. In the Receive log, a telephone symbol precedes any remote station telephone numbers entered using the keypad. If the local station does not receive a remote ID and the remote is not a standard CCITT G3 or G2 terminal, then this column contains the entry **???**.
Start Time	The date and time at which communication started. The “Same Call” note means multiple documents were sent on the same telephone connection. *NOTE: The date format is:* *mm-dd-yy (North American market only)* *dd-mm-yy (European market only)*
Duration	Length of communications.

The remainder of the Activity Report format is shown below:

Column Name	Description
#Pages	Number of pages transmitted or received. In the Send log, the #Pages is listed with the following format: #pages successfully sent / page count where page count indicates a number using the following priority: • Total page count specified by the operator. • Total pages stored to memory prior to transmission • Total pages already scanned if job is a real-time transmission.
Mode	Records the communications parameters of each activity. See glossary of report terms in this chapter.
Results	Codes or messages that provide information on successful or unsuccessful completion of activity. *NOTE: If main power outage occurs, this column contains the following message:* ***POWER INTERRUPTION*** *If a soft reset occurs, this column contains the following message:* ***POWER INTERRUPTION XXXX*** *where **XXXX** is a Reset Error Code. Resets are a normal machine function. They occur at random times when the terminal requires a memory logic reset. Documents stored in memory are not lost. No operator corrective action is required.*

Sample individual activity report



INDIVIDUAL ACTIVITY REPORT

DATE/TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

USER NAME: John P.

*** SEND ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	SYS CORP	10-15-90 10:23AM	9'40"	004/004	48 EC	COMPLETED 4800
2	203	11:46AM	9'40"	010/017	48 EC MB	COMMUNICATION ERROR E205 2400 0514 11,12,13,14,15,16,17
3	1234567890	2:22PM	19'45"	000	EC MB	CALL UNSUCCESSFUL OP24 036B
		TOTAL	39'05"	014/021		

*** POLLING ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	SYS CORP.	10-15-90 10:53AM	9'40"	004	48 EC	COMPLETED 4800
2	XYZ	3:35PM	9'40"	007	48 EC MB	COMPLETED 4800
		TOTAL	19'20"	011		

*** OPERATION COUNTER ***

	Letter/A4	Legal/B4	Total
Scanned			103
Printed			
- Fax	34	18	52
- Copy	6	20	26
- Report	21	3	24
Total Printed	61	41	102

Individual activity report format

A Send log and Polling log follow the header. The Send and Polling logs display the following:

Column Name	Description
No.	Activity report line number assigned by the terminal.
Remote Station	Remote identification number or name to which document was sent or polled. If no remote I.D. or name is received, the telephone number dialed is logged with a preceding telephone symbol.
Start Time	The date and time at which communication started. The “Same Call” note means multiple documents were sent on the same telephone connection. *NOTE: The date format is:* *mm-dd-yy (North American market only)* *dd-mm-yy (European market only)*
Duration	Length of communications.
#Pages	Number of pages transmitted or received. In the Send log, the #Pages is listed with the following format: #pages successfully sent / page count where page count indicates a number using the following priority: • Total page count specified by the operator. • Total pages stored to memory prior to transmission • Total pages already scanned if job is a real-time transmission.

The remainder of the Individual Activity Report format is shown below:

Column Name	Description
Mode	Records the communications parameters of each activity. See glossary of report terms in this chapter.
Results	Codes or messages that provide information on successful or unsuccessful completion of activity. *NOTE: If main power outage occurs, this column contains the following message:* ***POWER INTERRUPTION*** *If a soft reset occurs, this column contains the following message:* ***POWER INTERRUPTION XXXX*** *where **XXXX** is a Reset Error Code. Resets are a normal machine function. They occur at random times when the terminal requires a memory logic reset. Documents stored in memory are not lost. No operator corrective action is required.*

Dial directory report

The terminal can print a report listing the contents of the dial directory. The report consists of two pages for each 50 directory listings.

You can print either a complete directory list or a partial list. The partial list can begin with any directory number and contains 50 numbers, beginning with the specified number.

To print report

To print a report, do the following:

1. Open the control panel door.
2. Press [Dial Directory]. The following is displayed:

```
    DIRECTORY REPORT >  ALL,
PARTIAL
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
ALL	Prints report for numbers 001-150.
PARTIAL	Prints report for 50 numbers beginning with specified number.

4. Press [Enter].

If you selected:	Go to:
ALL	A
PARTIAL	B

A. ALL

1. The terminal begins printing the report and the following is displayed:

```
REPORT PRINTING

PRESS [STOP] TO END
```

2. The successful alarm indicates printing completion and the terminal returns to program mode.

B. PARTIAL

1. The following is displayed:

```
ENTER STARTING DIRECTORY
NUMBER >_
THEN PRESS [ENTER] OR
```

2. Using the telephone keypad, enter the 3-digit directory number where you want the report to begin.
3. Press [Enter].
4. The terminal begins printing the report and the following is displayed:

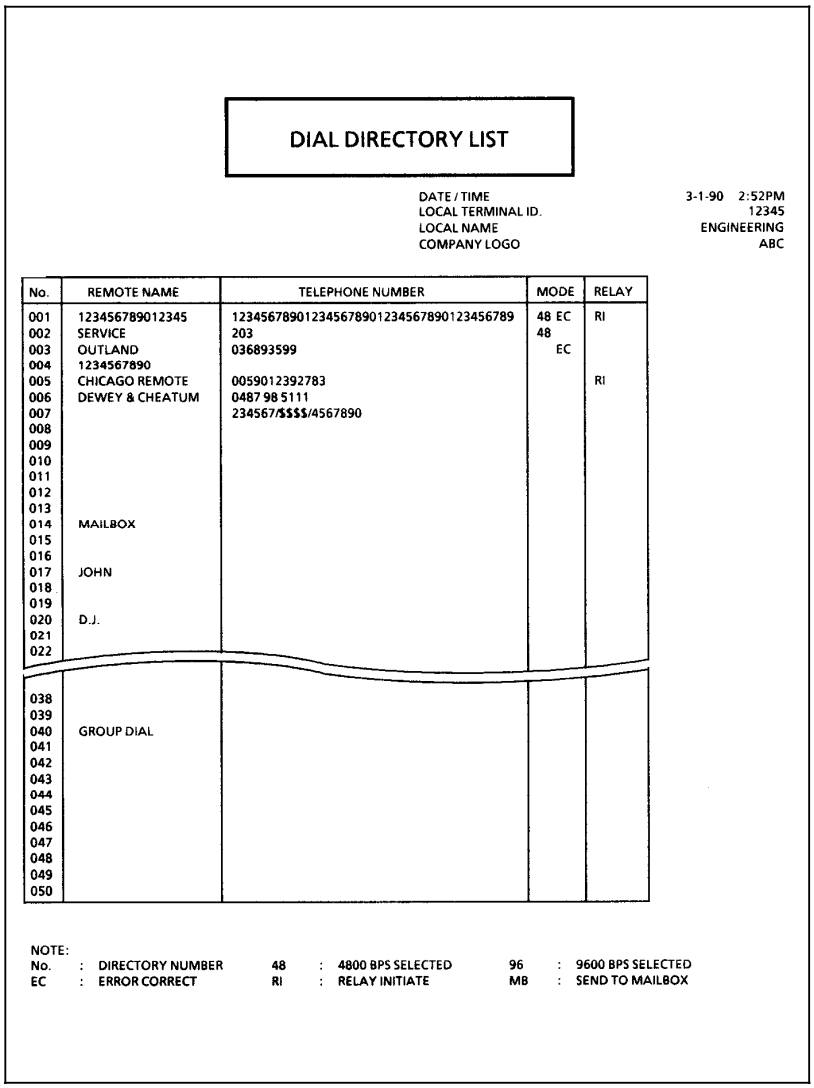
```
REPORT PRINTING

PRESS [STOP] TO END
```

5. The successful alarm indicates printing completion and the terminal returns to program mode.

Sample dial directory report

Page 1 of report:



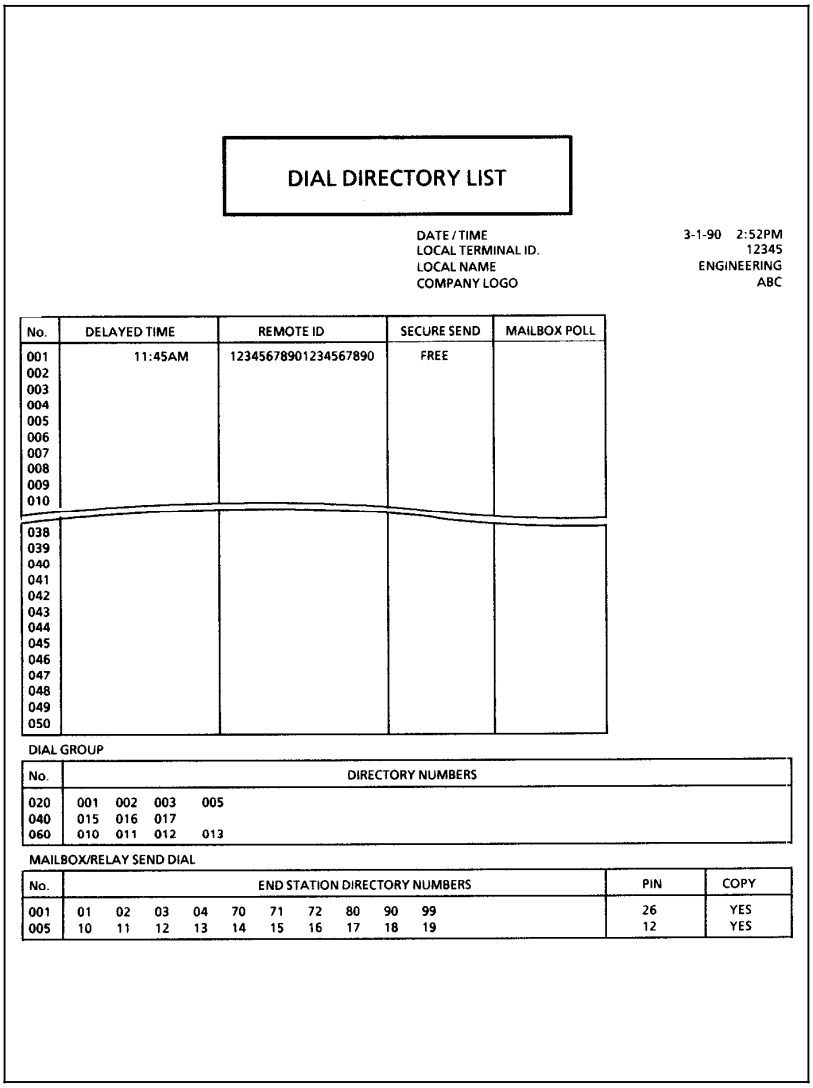
DIAL DIRECTORY LIST

DATE / TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

No.	REMOTE NAME	TELEPHONE NUMBER	MODE	RELAY
001	123456789012345	12345678901234567890123456789012345678 9	48 EC	RI
002	SERVICE	203	48	
003	OUTLAND	036893599	EC	
004	1234567890			
005	CHICAGO REMOTE	0059012392783		RI
006	DEWEY & CHEATUM	0487 98 5111		
007		234567/$$$$/4567890		
008				
009				
010				
011				
012				
013				
014	MAILBOX			
015				
016				
017	JOHN			
018				
019				
020	D.J.			
021				
022				
038				
039				
040	GROUP DIAL			
041				
042				
043				
044				
045				
046				
047				
048				
049				
050				

NOTE:
No. : DIRECTORY NUMBER 48 : 4800 BPS SELECTED 96 : 9600 BPS SELECTED
EC : ERROR CORRECT RI : RELAY INITIATE MB : SEND TO MAILBOX

Page 2 of report:



DIAL DIRECTORY LIST

DATE / TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

No.	DELAYED TIME	REMOTE ID	SECURE SEND	MAILBOX POLL
001	11:45AM	12345678901234567890	FREE	
002				
003				
004				
005				
006				
007				
008				
009				
010				
038				
039				
040				
041				
042				
043				
044				
045				
046				
047				
048				
049				
050				

DIAL GROUP

No.	DIRECTORY NUMBERS
020	001 002 003 005
040	015 016 017
060	010 011 012 013

MAILBOX/RELAY SEND DIAL

No.	END STATION DIRECTORY NUMBERS	PIN	COPY
001	01 02 03 04 70 71 72 80 90 99	26	YES
005	10 11 12 13 14 15 16 17 18 19	12	YES

Dial directory report format

Page 1 of the report contains:

Column Name	Description
No.	3-digit directory number (001-150).
Remote Name	If a name has been programmed for the directory number, this column contains that name. Otherwise, the column is blank.
Telephone Number	Telephone number of the remote terminal.
Mode	Contains one of the following entries (if designated): • 48 - Code is used for 4800 bps. • EC - Code is used for Error Correct Mode (ECM). • 48 EC - Code is used for 4800 bps or Error Correct Mode (ECM). • 96 - Code is used for 9600 bps. • 96 EC - Code is used for 9600 bps or ECM. If none of the above has been designated, the column is blank.
Relay	Contains one of the following entries (if designated): • RI - code is used to indicate a Relay Initiate operation. • MB - code is used to indicate a mailbox operation. If none of the above has been designated, the column is blank.

Page 2 of the report contains:

Field Name	Description
No.	3-digit directory number (001-150).
Delayed Time	If a Delayed Start time has been entered for this number, it is displayed. Otherwise, this column is blank.
Remote ID	If a Secure identification number has been entered for this directory location, it is displayed. Otherwise, this column is blank.
Secure Send	Specifies whether the send operation checks remote ID or not (FREE or SECURE).

If a dial group has been selected, a Dial Group field follows the final directory listing containing the following information:

Field Name	Description
No.	3-digit directory number (001-150) used to identify the dial group.
Directory Numbers	Lists all directory numbers assigned to the dial group.

If a relay send dial is selected, the dial group is followed by the Mailbox/Relay Send Dial field.

Field Name	Description
No.	3-digit directory number used to identify the relay send dial group.
End Station Directory Numbers	Lists the 3-digit directory numbers that will be sent to the remote relay station during a relay send operation informing end station locations.
PIN	Indicates account number for relay send or private mailbox operation. The Personal I.D. Number (PIN) will only be printed if the key operator account number is used.
Copy	Informs if the relay station should print a copy of the relayed document.

Job reserve report

You can print a Job Reserve Report to obtain the following information:

- Available job reserve numbers
- Job details programmed into job reserve memory

To print a report, do the following:

1. Open the control panel door.
2. Press [Job Reserve]. The following is displayed:

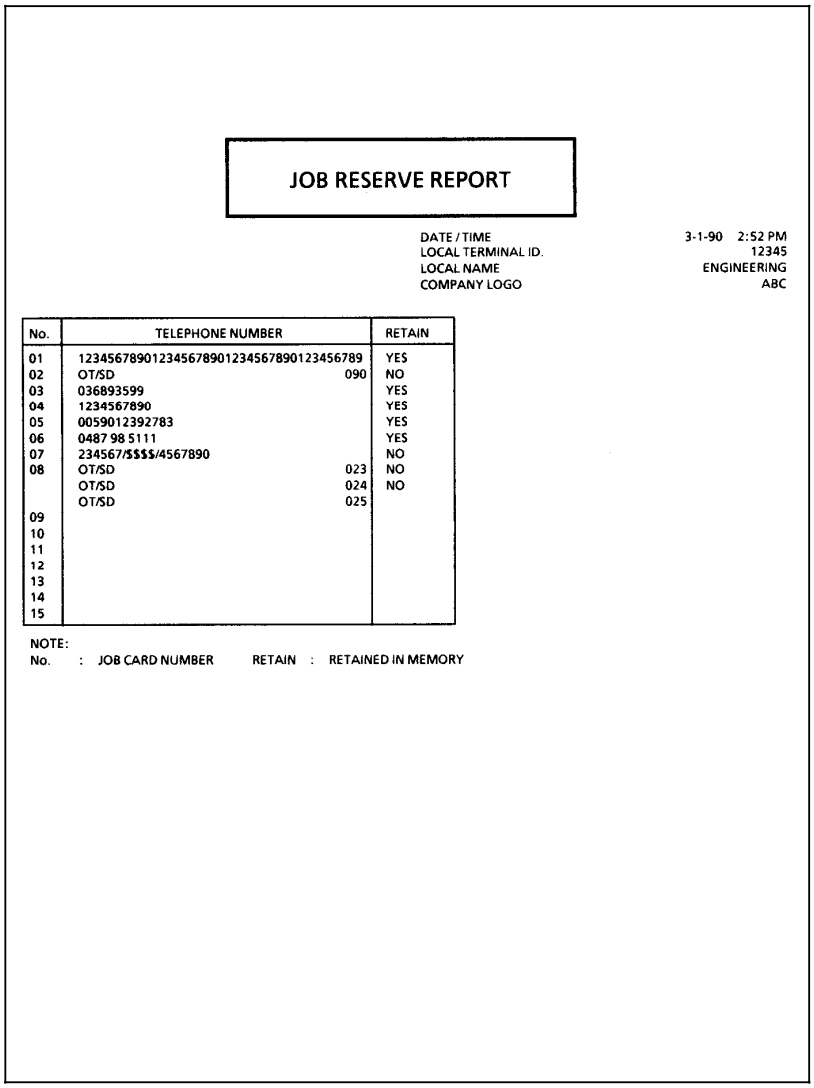
```
          REPORT PRINTING
        PRESS [STOP] TO END
```

3. When the report completes printing, the following is briefly displayed:

```
          REPORT COMPLETE
10:25 AM                        1-15-
                                90
```

   The successful alarm indicates printing completion. The terminal returns to program mode.

Sample job reserve report



JOB RESERVE REPORT

DATE / TIME 3-1-90 2:52 PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

No.	TELEPHONE NUMBER	RETAIN
01	123456789012345678901234567890123456789	YES
02	OT/SD 090	NO
03	036893599	YES
04	1234567890	YES
05	0059012392783	YES
06	0487 98 5111	YES
07	234567/$$$$/4567890	NO
08	OT/SD 023	NO
	OT/SD 024	NO
	OT/SD 025	
09		
10		
11		
12		
13		
14		
15		

NOTE:
No. : JOB CARD NUMBER RETAIN : RETAINED IN MEMORY

Job reserve report format

The job reserve report displays the following:

Column Name	Description
No.	Displays the two-digit job reserve number (01 through 15).
Telephone Number	Lists the telephone number for the specified job reserve operation.
Retain	Contains one of the following entries: • YES - Job is retained in job reserve memory to be utilized for repetitive use. • NO - Job is deleted from job reserve memory after job completion.

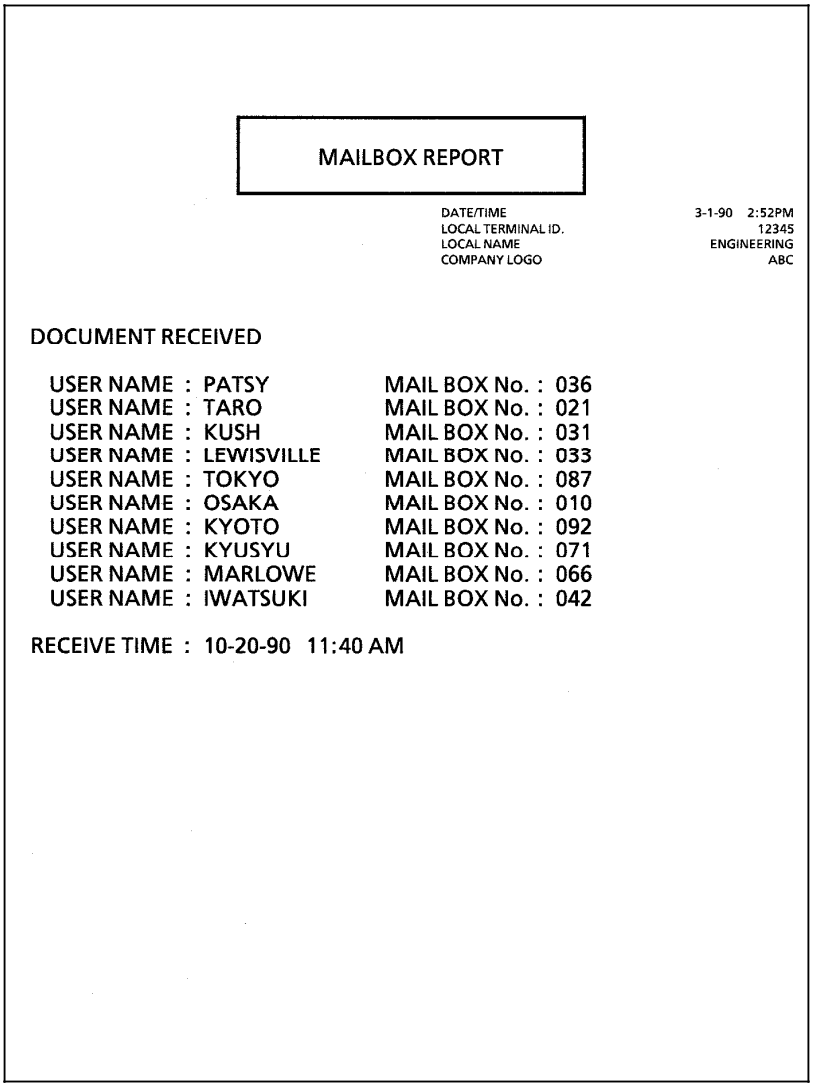
Mailbox report

The terminal can automatically print a report to notify that mail is in memory.

To set up automatic printing

Refer to *Report Options* in this chapter for instructions on setting up the terminal to automatically print a Mailbox Report when mail is received to the local terminal.

Sample mailbox report



MAILBOX REPORT

DATE/TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

DOCUMENT RECEIVED

USER NAME : PATSY	MAIL BOX No. : 036
USER NAME : TARO	MAIL BOX No. : 021
USER NAME : KUSH	MAIL BOX No. : 031
USER NAME : LEWISVILLE	MAIL BOX No. : 033
USER NAME : TOKYO	MAIL BOX No. : 087
USER NAME : OSAKA	MAIL BOX No. : 010
USER NAME : KYOTO	MAIL BOX No. : 092
USER NAME : KYUSYU	MAIL BOX No. : 071
USER NAME : MARLOWE	MAIL BOX No. : 066
USER NAME : IWATSUKI	MAIL BOX No. : 042

RECEIVE TIME : 10-20-90 11:40 AM

Mailbox report format

The report begins with the message "**DOCUMENT RECEIVED**." The information below follows the message.

Field Name	Description
User Name	Indicates the name of the user(s) who received mail at the local terminal.
Receive Time	Local time the message was received to the listed mailbox(es).
Mailbox Number	Displays the mailbox number of the user(s) who received mail at the local terminal.

Mailbox/account number report

The Mailbox/Account Number Report provides the key operator with a record of mailbox and account number assignment.

To print report

1. If in secure mode ("By Account"), enter 4-digit key operator number. If in free mode, go to Step 2.
2. Open the control panel door.
3. Press [System Reports]. The following is displayed:

```
REPORT > USER ACCOUNT/MAILBOX,
OPTIONS
 PRESS [SELECT] THEN [ENTER] OR
```

   NOTE: If in secure mode ("By Account"), the term "Options" is replaced with the term "More."

4. Press [Select] until **USER ACCOUNT/ MAILBOX** flashes.
5. Press [Enter]. The terminal prompts for the key operator number. Enter a 4-digit key operator number.
6. Press [Enter]. The report begins and the following is displayed:

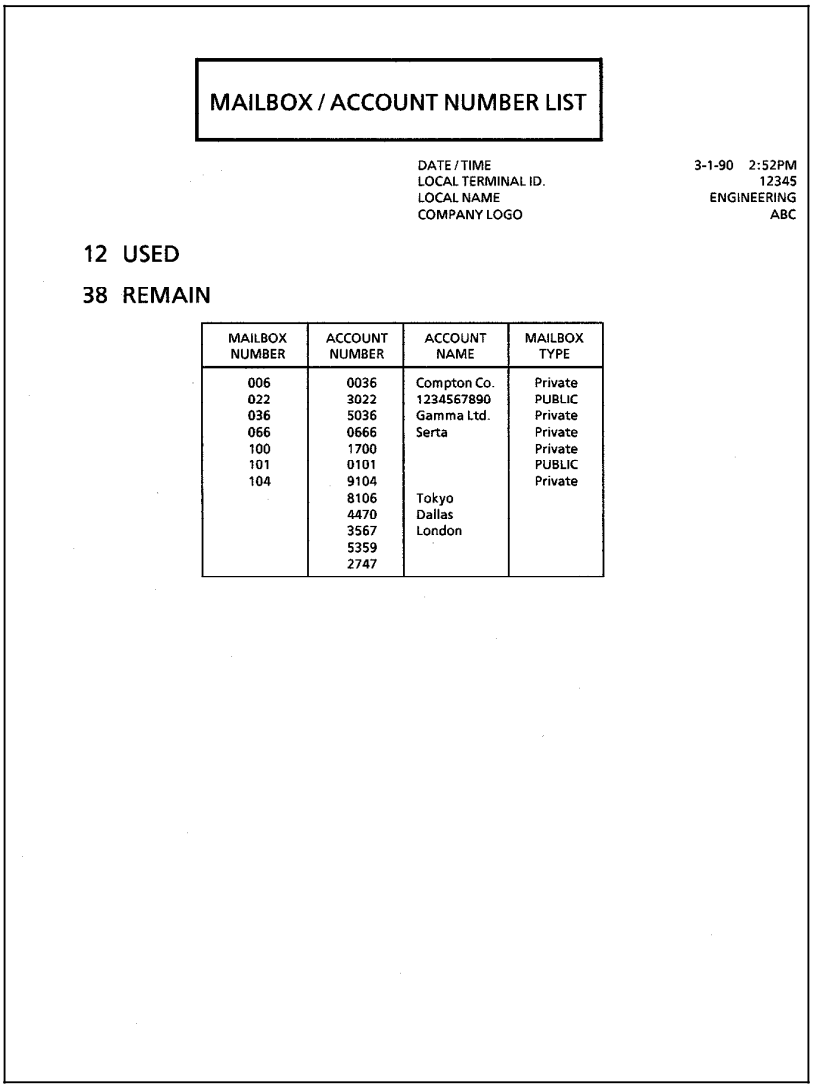
```
        REPORT PRINTING
      PRESS [STOP] TO END
```

7. When the printing is completed, the following is briefly displayed:

```
REPORT COMPLETE
```

8. The terminal returns to program mode.

Sample mailbox/account number report



MAILBOX / ACCOUNT NUMBER LIST

DATE / TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

12 USED

38 REMAIN

MAILBOX NUMBER	ACCOUNT NUMBER	ACCOUNT NAME	MAILBOX TYPE
006	0036	Compton Co.	Private
022	3022	1234567890	PUBLIC
036	5036	Gamma Ltd.	Private
066	0666	Serta	Private
100	1700		Private
101	0101		PUBLIC
104	9104		Private
	8106	Tokyo	
	4470	Dallas	
	3567	London	
	5359		
	2747		

Mailbox/account number report format

The following information is immediately below the report header:

Field Name	Description
# Used	Contains the message: **NN USED** where *NN* is the number of account numbers that have already been assigned to terminal users.
# Remain	Contains the message: **NN REMAIN** where *NN* is the number of account numbers that are available for assignment to terminal users.

The Mailbox/Account Number Report displays the following:

Col. Name	Description
Mailbox Number	3-digit mailbox number associated with the account number. If no mailbox is associated with the account number, this column will not have an entry.
Account Number	Assigned 4-digit account number.
Account Name	The account name for the specified account number, if one has been assigned. If no name has been assigned, this column is blank.
Mailbox Type	Contains one of the following entries if a mailbox has been assigned: • Public - No account number required to access mail in this mailbox. • Private - Account number required to access mail in this mailbox. If a mailbox has not been assigned, the column is blank.

Master journal report

This report is only available if the terminal is in secure mode (By Account). The Master Journal Report provides the system administrator (key operator) information about the following:

- Terminal usage by all users for those transactions that incur telephone line cost, such as send and poll.
- Terminal operations that incur printing consumables costs, such as facsimile receive, copy, and report printing.

To print report (automatically)

The terminal can be directed to automatically print a Journal Report following each 100 new entries to the journal. Refer to *Report Options* in this chapter for instructions on setting up the terminal for automatic printing of the Journal Report.

To print report (manually)

1. Enter a 4-digit key operator account number.
2. Open the control panel door.
3. Press [System Reports]. The following is displayed:

```
REPORT > USER ACCOUNT/MAILBOX,
MORE
PRESS [SELECT] THEN [ENTER] OR
```

4. Select **MORE**; then press [Enter]. The following is displayed:

```
REPORT > JOURNAL, OPTIONS
PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

5. Select **JOURNAL**; then press [Enter].
6. Again, enter a 4-digit key operator account number. Then press [Enter].
7. The Journal Report starts printing. When printing is complete, the terminal returns to program mode.

Sample master journal report

MASTER JOURNAL REPORT

DATE/TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

USER NAME: John P.

*** SEND ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	WAREN CO.	10-15-90 10:23AM	9'40"	004/004	48 EC	COMPLETED 4800
2	203	11:46AM	9'40"	010/017	48 EC MB	COMMUNICATION ERROR E205 2400 0514
3	1234567890	2:22PM	19'45"	000/000	EC MB	11,12,13,14,15,16,17 CALL UNSUCCESSFUL OP24 036B
		TOTAL	39'05"	014/021		

*** POLL ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	BREWER	10-15-90 10:53AM	9'40"	004	48 EC	COMPLETED 4800
2	BURKE INC.	3:35PM	9'40"	007	48 EC MB	COMPLETED 4800
		TOTAL	19'20"	011		

*** OPERATION COUNTER ***

COUNTER NAME	FAX	COPY	TOTAL	COUNTER NAME	FAX	COPY	REPORT	TOTAL
SCANNED	11	32	43	PRINTED UPPER	11	32	5	48
				PRINTED LOWER	0	0	0	0
		TOTAL	43				TOTAL	48

*** GENERAL OPERATION COUNTER ***

COUNTER NAME	FAX	COPY	TOTAL	COUNTER NAME	FAX	COPY	REPORT	TOTAL
SCANNED	36	38	74	PRINTED UPPER	12	41	6	59
				PRINTED LOWER	0	0	0	0
		TOTAL	74				TOTAL	59

NOTE :
No. : OPERATION NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE SF : STORE & FORWARD RI : RELAY INITIATE RS : RELAY STATION
MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY

Master journal report format

The report contains the following for each user:

Report Section	Description
User Name	Name of assigned account. If no name is assigned, field is blank.
Send Log	Contains the same information as the Activity Report send log (refer to *Activity Report* in this chapter). This information applies only to any send jobs originated by the user specified in the User Name field.
Poll Log	Contains the same information as the Activity Report send log (refer to *Activity Report* in this chapter). This information applies only to any poll jobs originated by the user specified in the User Name field.
Operation Counter	Contains the following totals for the specified user: • Scanned - Total number of pages scanned • Printed - Total number of pages printed, divided into the following categories: - Fax - total number of pages printed as a result of either a local mailbox print or remote poll operation - Copy - total number of pages printed in the copy mode - Report - total number of pages printed as a result of the terminal producing an internally generated report

Report Section	Description
General Operation Counter	Contains the following totals: • Scanned - Total number of pages scanned by all users • Printed - Total number of pages printed, divided into the following categories: - Fax - total number of pages printed as a result of direct receive to printer from remote, receive to memory (not to mailbox), print operations initiated by all users - Copy - total number of pages printed in the copy mode by all users - Report - total number of pages printed on report operations by all users

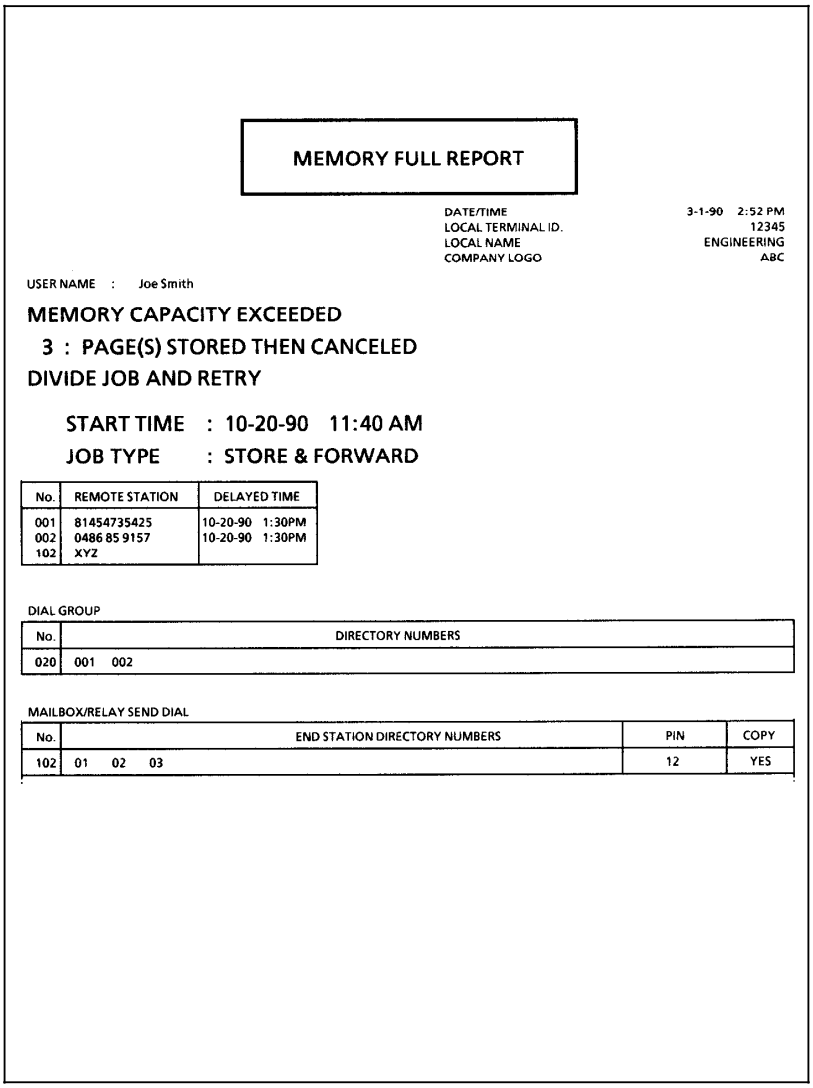
Memory full report

The Memory Full Report provides status information and direction to the user when the terminal's memory becomes full. Intervention by the operator or key operator is required when the memory becomes full. This may include printing contents of mailboxes, clearing public mailboxes, and waiting for delay start operations to complete.

To print report

The report is printed automatically by the terminal when the terminal's memory becomes full and **CANCEL** is selected in the **MEMORY FULL** function of the Send Options menu.

Sample memory full report



MEMORY FULL REPORT

DATE/TIME 3-1-90 2:52 PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

USER NAME : Joe Smith

MEMORY CAPACITY EXCEEDED
3 : PAGE(S) STORED THEN CANCELED
DIVIDE JOB AND RETRY

START TIME : 10-20-90 11:40 AM
JOB TYPE : STORE & FORWARD

No.	REMOTE STATION	DELAYED TIME
001	81454735425	10-20-90 1:30PM
002	0486 85 9157	10-20-90 1:30PM
102	XYZ	

DIAL GROUP

No.	DIRECTORY NUMBERS
020	001 002

MAILBOX/RELAY SEND DIAL

No.	END STATION DIRECTORY NUMBERS	PIN	COPY
102	01 02 03	12	YES

Memory full report format

The following information follows the report header:

Field Name	Description
User Name	This field displays only if the terminal is in secure mode (By Account). Contains name of assigned account.
Message	MEMORY CAPACITY EXCEEDED
Page Count	Total number of pages stored to memory before memory became full. Also includes messages that these stored pages were canceled.
Directive Message	Contains a message for action required by the user, such as: • CALL KEY OPERATOR - Corrective action is to clear documents in memory. • DIVIDE JOB AND RETRY - Corrective action is to divide the document into subparts and restart operation as smaller multiple batches.
Start Time	Time when the terminal started storing pages to memory for the operation during which memory became full.
Job Type	The type of job being done when memory became full. Possible types include: • Multiple Copy • Store and Forward • Single Remote • Polled Box • Mailbox

The following information follows the report header:

Column Name	Description
No.	Indicates the directory number.
Remote Station	Contains one of the following (in order of priority of appearance): • Remote name • Remote I.D. • Telephone number dialed • No entry In the case of Mailboxing, contains: • Account name • “MAILBOX”
Delay Time	If applicable, displays the delayed start time selected for the operation during which memory became full. Otherwise, this field is blank.

If memory became full during a store and forward operation when a dial group was being used, the following is displayed (DIAL GROUP):

Column Name	Description
No.	3-digit dial group number
Directory Numbers	3-digit numbers in the directory that are included in the specified dial group number

If memory became full during a relay send operation when a dial group was being used, the following is displayed (RELAY SEND DIAL):

Column Name	Description
No.	3-digit dial group number
End Station Directory Number	3-digit numbers of the remote directory that are included in the specified dial group number for relay operation
PIN	Indicates account number for relay send or private mailbox operation. The Personal I.D. Number (PIN) will only be printed if the key operator account number is used.
Copy	Enables the remote relay station to produce a copy of the relayed document.

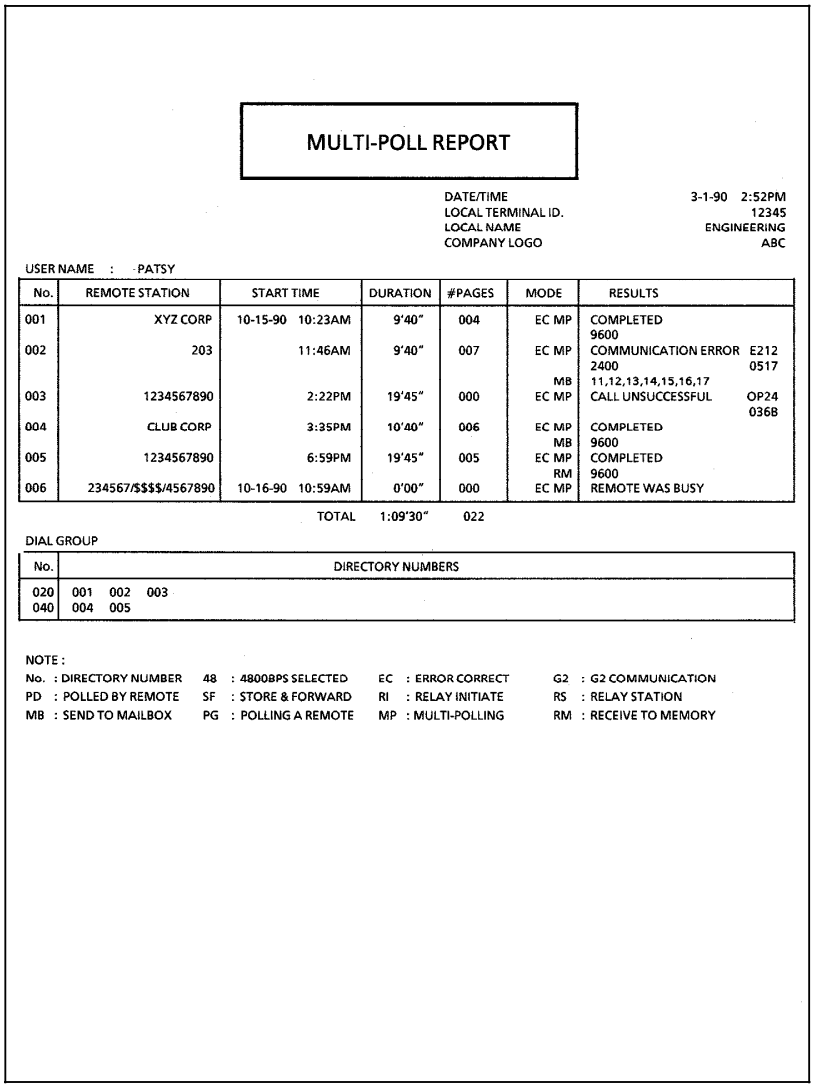
Multipoll report

This report provides transaction results associated with each destination in the distribution list for a multipoll operation, such as group poll.

To print report

The terminal can be set up to automatically print a Multipoll Report upon completion of a poll cycle to all destinations for the job. Refer to *Report Options* in this chapter for instructions on setting up the terminal for automatic printing.

Sample multipoll report



MULTI-POLL REPORT

DATE/TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

USER NAME : PATSY

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
001	XYZ CORP	10-15-90 10:23AM	9'40"	004	EC MP	COMPLETED 9600
002	203	11:46AM	9'40"	007	EC MP	COMMUNICATION ERROR E212 2400 0517
					MB	11,12,13,14,15,16,17
003	1234567890	2:22PM	19'45"	000	EC MP	CALL UNSUCCESSFUL OP24 036B
004	CLUB CORP	3:35PM	10'40"	006	EC MP	COMPLETED
					MB	9600
005	1234567890	6:59PM	19'45"	005	EC MP	COMPLETED
					RM	9600
006	234567/$$$$/4567890	10-16-90 10:59AM	0'00"	000	EC MP	REMOTE WAS BUSY
		TOTAL	1:09'30"	022		

DIAL GROUP

No.	DIRECTORY NUMBERS
020	001 002 003
040	004 005

NOTE :

No. : DIRECTORY NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE SF : STORE & FORWARD RI : RELAY INITIATE RS : RELAY STATION
MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY

Multipoll report format

If the terminal is in secure mode, the header is followed by a User Name field, containing the name of the user initiating the multipoll operation.

The Multipoll Report contains a Receive Log indicating the following information for the transaction results:

Column Name	Description
No.	Activity report line number assigned by the terminal.
Remote Station	Remote station identification number or telephone number dialed.
Start Time	The date and time at which communication started. *NOTE: The date format is:* *mm-dd-yy (North American market only)* *dd-mm-yy (European market only)*
Duration	Length of communications.
#Pages	Number of pages received.
Mode	Records the communications parameters of each activity.
Results	Codes or messages that provide information on successful or unsuccessful completion of activity.

If a dial group was used during the multipoll operation, the following additional information is displayed:

Column Name	Description
No.	3-digit directory number (001-150) used to identify the dial group.
Directory Numbers	Lists all directory numbers assigned to the dial group.

Options report

The Options Report lists the following reference information for the user:

- Status of the terminal
- User selected features
- Installed options
- Brief message list
- Program version numbers

To print report

1. Open the control panel door.
2. Press [Systems Report].

   If in secure mode (By Account), proceed to Step 3.

   If in free mode, proceed to Step 5.
3. The following is displayed:

```
REPORT > USER ACCOUNT/MAILBOX,
MORE
  PRESS [SELECT] THEN [ENTER] OR
```

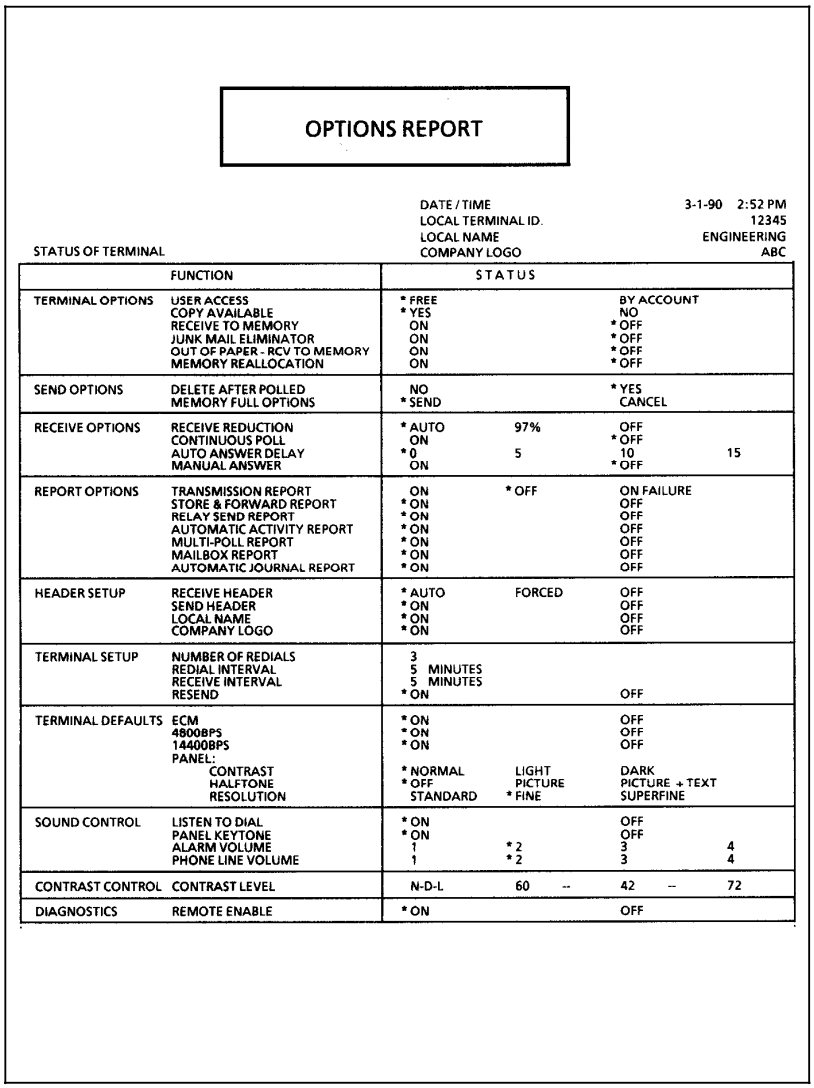
4. Press [Select] until **MORE** flashes. Then press [Enter]. The following is displayed:

```
REPORT > JOURNAL, OPTIONS
  PRESS [SELECT] THEN [ENTER] OR
                 [EXIT]
```

5. Press [Select] until **OPTIONS** flashes. Then press [Enter].
6. The report begins printing. When the printing is complete, the terminal returns to program mode.

Sample options report

Page 1 of report:



OPTIONS REPORT

DATE / TIME 3-1-90 2:52 PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

STATUS OF TERMINAL

	FUNCTION	STATUS			
TERMINAL OPTIONS	USER ACCESS	* FREE		BY ACCOUNT	
	COPY AVAILABLE	* YES		NO	
	RECEIVE TO MEMORY	ON		* OFF	
	JUNK MAIL ELIMINATOR	ON		* OFF	
	OUT OF PAPER - RCV TO MEMORY	ON		* OFF	
	MEMORY REALLOCATION	ON		* OFF	
SEND OPTIONS	DELETE AFTER POLLED	NO		* YES	
	MEMORY FULL OPTIONS	* SEND		CANCEL	
RECEIVE OPTIONS	RECEIVE REDUCTION	* AUTO	97%	OFF	
	CONTINUOUS POLL	ON		* OFF	
	AUTO ANSWER DELAY	* 0	5	10	15
	MANUAL ANSWER	ON		* OFF	
REPORT OPTIONS	TRANSMISSION REPORT	ON	* OFF	ON FAILURE	
	STORE & FORWARD REPORT	* ON		OFF	
	RELAY SEND REPORT	* ON		OFF	
	AUTOMATIC ACTIVITY REPORT	* ON		OFF	
	MULTI-POLL REPORT	* ON		OFF	
	MAILBOX REPORT	* ON		OFF	
	AUTOMATIC JOURNAL REPORT	* ON		OFF	
HEADER SETUP	RECEIVE HEADER	* AUTO	FORCED	OFF	
	SEND HEADER	* ON		OFF	
	LOCAL NAME	* ON		OFF	
	COMPANY LOGO	* ON		OFF	
TERMINAL SETUP	NUMBER OF REDIALS	3			
	REDIAL INTERVAL	5 MINUTES			
	RECEIVE INTERVAL	5 MINUTES			
	RESEND	* ON		OFF	
TERMINAL DEFAULTS	ECM	* ON		OFF	
	4800BPS	* ON		OFF	
	14400BPS	* ON		OFF	
	PANEL:				
	CONTRAST	* NORMAL	LIGHT	DARK	
	HALFTONE	* OFF	PICTURE	PICTURE + TEXT	
	RESOLUTION	STANDARD	* FINE	SUPERFINE	
SOUND CONTROL	LISTEN TO DIAL	* ON		OFF	
	PANEL KEYTONE	* ON		OFF	
	ALARM VOLUME	1	* 2	3	4
	PHONE LINE VOLUME	1	* 2	3	4
CONTRAST CONTROL	CONTRAST LEVEL	N-D-L	60 --	42 --	72
DIAGNOSTICS	REMOTE ENABLE	* ON		OFF	

Page 2 of report:

OPTIONS REPORT

DATE / TIME	3-1-90 2:52 PM
LOCAL TERMINAL ID.	12345
LOCAL NAME	ENGINEERING
COMPANY LOGO	ABC

OPTIONS INSTALLED

OPTION NAME		STATUS			
AUXILIARY PAPER CASSETTE		LETTER PAPER INSTALLED			
HARD DISK OPTION		30 MB			
RS-232	BAUD RATE	300	600	1200	2400
		4800	9600	* 19.2K	
	PARITY	* NONE	ODD	EVEN	
	STOP BIT	1	1.5	* 2	
	BITS PER CHARACTER	7		* 8	
	LINE FEED WITH CR	* YES		NO	
	LINE OVERFLOW	* WRAP		DROP	
	PAGE SIZE	* LETTER		LEGAL	
	LINES PER INCH	* 6		8	
	CHARACTERS PER INCH	* 12		10	

BRIEF MESSAGE LIST

No.	BRIEF MESSAGE	No.	BRIEF MESSAGE	No.	BRIEF MESSAGE	No.	BRIEF MESSAGE
1		2		3		4	
5		6		7		8	
9		10		11		12	
13		14		15		16	
17		18		19		20	
21		22		23		24	
25		26		27		28	
29		30		31		32	
33		34		35		36	
37		38		39		40	
41		42		43		44	
45		46		47		48	
49		50					

PROGRAM VERSION

PWB	ROM NAME	VERSION	CHECK SUM	PWB	ROM NAME	VERSION	CHECK SUM
RR	MR0	XC0451	F800	PANEL	CP	XC0503	BC37
	MR1	XC0451	2500	G3M	G3	XC0441	6100
	MR2	XC0451	A600	MAIN	MC	MC0312	F400
	MR3	XC0451	6700	DI232C	DIM	XC0300	1300
	FT0	XC0451	D200		DIL	XC0300	1300
				H/D	HD0	XC0504	2600
				H/D	HD1	XC0504	2600

Options report format

If a hard disk failure has occurred, the following message is displayed immediately after the report title:

HARD DISK FAILURE

This message remains displayed on every Options Report printed until the problem with the hard disk is solved. Refer to Chapter 9, “Solving Problems.”

Page 1 of the report begins with the following information (STATUS OF TERMINAL):

Column Name	Description
Function	Lists the features for the following: • Terminal Options - menu selections • Send Options - menu selections • Receive Options - menu selections • Report Options - menu selections regarding automatic report printout • Header Setup - menu selections • Terminal Setup - menu selections • Terminal Defaults - menus and control panel • Sound Control - menu selections • Contrast Control - menu selections • Diagnostics - menu selections
Status	Contains the user selected values or terminal defaults for each feature listed in the Function column.

Page 2 of the report begins with the following information (OPTIONS INSTALLED):

Column Name	Description
Option Name	Lists the options that are installed on the terminal.
Status	Lists the status selection for the optional equipment.

Page 2 of the report continues with a list of all defined brief messages (up to 50).

Page 2 of the report ends with the following information (PROGRAM VERSION):

Column Name	Description
PWB	Name of PWB (Printed Wiring Board).
ROM Name	Name of each program memory device installed on the PWB.
Version	Version number for each program memory device.
Check Sum	Check sum for each program memory device.

Pending job report

The Pending Job Report informs you about:

- Amount of available memory
- Specific usage of store and forward memory and mailbox memory

To print report

1. Open the control panel door.
2. Press [Pending Job Report]. The report begins printing and the following is displayed:

```
REPORT PRINTING
PRESS [STOP] TO END
```

NOTE: If no jobs are pending, the following is displayed and no report is printed.

```
THERE ARE NO JOBS CURRENTLY
PENDING
10:25 AM                    1-15-90
```

3. When the report completes printing, the following is briefly displayed:

```
REPORT COMPLETE
```

The successful alarm indicates printing completion. The terminal returns to program mode.

Sample pending job report

PENDING JOB REPORT

DATE / TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

40% OF MEMORY AVAILABLE

*** SCANNED ***

No.	REMOTE STATION	ENTRY TIME	#PAGES	SIZE	TYPE	NAME	DELAYED TIME
14	WESTCOTT	11-17-90 10:50AM	004	3	SF	ALPHA	
38	HOP2	1:46PM	020	16	SF	JOHN LINER	11-17-90 5:30PM
	HOP3						
	FAXD 2G SoftWare						
	FAXD 2G HardWare						
	FAXD 2G Mech						
	Tykyou Ward						11-17-90 9:30PM
	Disney Land						
	California						
	Golden Gate Bridge						
	Hertz						
	UCLA						
		TOTAL	032				

*** RECEIVE ***

No.	REMOTE STATION	ENTRY TIME	#PAGES	SIZE	TYPE	NAME
2	81454735425	11-16-90 10:23AM	010	8	PG	
22	CLUB CORP	4:56PM	006	6	RS	
1	IPD TPBU DALLAS	11-17-90 11:21AM	002	1		PAUL M.
		TOTAL	018			

*** PENDING ***

No.	REMOTE STATION	ENTRY TIME	#PAGES	SIZE	TYPE	NAME	DELAYED TIME
18	ACME SALES	11-17-90 11:30AM			PG	LLOYD M.	11-17-90 11:30PM
19	EBB MARKETING	11-17-90 1:16PM			PG		11-18-90 1:00AM
20	13598723	11-17-90 5:20PM					

NOTE :

No.	: DOCUMENT NUMBER	48	: 4800BPS SELECTED	EC	: ERROR CORRECT	G2	: G2 COMMUNICATION
PD	: POLLED BY REMOTE	SF	: STORE & FORWARD	RI	: RELAY INITIATE	RS	: RELAY STATION
MB	: SEND TO MAILBOX	PG	: POLLING A REMOTE	MP	: MULTI-POLLING	RM	: RECEIVE TO MEMORY

Pending job report format

Following the report header is the following message in large bold letters:

NN% OF MEMORY AVAILABLE

where ***NN*** is the percentage of total memory available to store additional documents.

The message is followed by a scanned document log containing the following information about documents stored in memory for store and forward, relay initiate, and polled (by remote) operations:

Column Name	Description
No.	Displays the file number automatically assigned when a document is stored to memory. When a document is scanned into memory or received into memory, the next available number is assigned. Numbers can go from 1-999 (after 999, it restarts with 1). Documents are listed in order of entry into memory. When the document is successfully transmitted or deleted, the number and its associated document information are removed from the report.

Column Name	Description
Remote Station	Contains one of the following entries (in order of priority of appearance): • Remote name • Dial directory number • Telephone number If a one-touch/speed dial number is used, “OT/SD” is indicated in the far left of the column. If a document was scanned to a mailbox, this column contains the Mailbox Name. If a document is scanned for a store and forward operation, only one No., Entry Time, #Pages, Size, Type, and Name entry is listed for the entire group (Delayed Time may be different).
Entry Time	Time that job was stored to memory.
#Pages	Total number of pages stored for a job.
Size	Percentage of memory used by this document.
Type	Contains one of the following entries: • RI - Relay initiate • SF - Store and forward • PD - Polled If the document was not stored to memory for one of the above operations, this column is blank.
Name	In secure mode (By Account), displays one of the following, in order of priority of appearance: • User name • Mailbox number • Blank - if none is assigned
Delayed Time	If specified, the time for the delayed start operation. Otherwise, this column is blank.

The Receive Document Log follows the Scanned Document Log. It contains the following information about documents stored in memory for relay send and polling (a remote) operations:

Column Name	Description
No.	Displays the file number automatically assigned when a document is stored to memory. When a document is scanned into memory or received into memory, the next available number is assigned. Numbers can go from 1-999 (after 999, it restarts with 1). Documents are listed in order of entry into memory. When the document is successfully transmitted or deleted, the number and its associated information are removed from the report.
Remote Station	Contains one of the following entries (in order of priority of appearance): • Remote name • Dial directory number • Remote machine ID number
Entry Time	Time that job was stored to memory.
#Pages	Total number of pages stored for a job.
Size	Percentage of memory used by this document.
Type	Contains one of the following entries: • PG - Polling • MP - Multipolling • RS - Relay station If the document was not stored to memory for one of the above operations, this column is blank.
Name	In secure mode (By Account), displays one of the following, in order of priority of appearance: • User name • Mailbox number This column is blank if a document was received to memory (not a mailbox).

The Pending log follows the Receive Document Log. It contains the following information about pending jobs, such as Redial and Polling (a remote) operations:

Column Name	Description
No.	Displays the file number automatically assigned when a document is stored to memory. When a document is scanned into memory or received into memory, the next available number is assigned. Numbers can go from 1-999 (after 999, it restarts with 1). Documents are listed in order of entry into memory. When the document is successfully transmitted or deleted, the number and its associated information are removed from the report.
Remote Station	Contains one of the following entries (in order of priority of appearance): • Remote name • Dial directory number • Telephone number
Entry Time	Time that job was stored to memory.
#Pages	Blank.
Size	Blank.
Type	Contains one of the following entries: • PG - Polling • MP - Multipolling • RS - Relay station If the document was not stored to memory for one of the above operations, this column is blank.
Name	In secure mode (By Account). Displays one of the following, in order of priority of appearance: • User name • Mailbox number
Delayed Time	Time that job is scheduled to start.

Power off report

This report informs you that a main power interruption occurred and the status of any documents scanned or received to memory.

A terminal with a hard disk option does not clear memory on a power interruption. A Power Off Report is not printed on a terminal with a hard disk.

To print report

The terminal automatically prints the report when power is restored after a power interruption. The terminal also clears the file directory (documents in memory) and sounds an operator alert alarm.

NOTE: If a document is in memory and the power goes off, the terminal beeps until the operator presses [Stop].

If no documents are stored in memory and if no pending job exists when a power interruption occurs, the terminal does not print the report.

Sample power off report

POWER OFF REPORT

DATE / TIME 3-1-90 2:52 PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

DOCUMENT IN MEMORY LOST

*** SCANNED ***

No.	REMOTE STATION	ENTRY TIME	#PAGES	SIZE	TYPE	NAME	DELAYED TIME
14	DALLAS PLACE	11-17-90 10:50AM	4		SF	ALPHA	
	OPRYLAND						
38	HOP2	1:46PM	20		SF	JOHN LINER	11-17-90 5:30PM
	HOP3						
	FAXD 2G SoftWare						
	FAXD 2G HardWare						
	FAXD 2G Mech						
	Tykyou Ward						11-17-90 9:30PM
	Disney Land						
	California						
	Golden Gate Bridge						
	Hertz						
	UCLA						
	Los Angeles						
	San Francisco						
	Delta						
	PSA						
	OT/SD 023						11-18-90 2:30AM
	OT/SD 036						
	CANUCK						
	idaho						
869	Japan Air Lines	4:56PM	6		RI	PAUL M.	11-17-90 5:30PM
15	03 261 8993	5:10PM	2		PD	DAVID	
		TOTAL	32				

*** RECEIVE ***

No.	REMOTE STATION	ENTRY TIME	#PAGES	SIZE	TYPE	NAME
2	81454735425	11-16-90 10:23AM	10		PG	
22	XYZ	4:56PM	6		RS	
1	IPD TPBU DALLAS	11-17-90 11:21AM	2			PAUL M.
		TOTAL	18			

NOTE :
No. : DOCUMENT NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE SF : STORE & FORWARD RI : RELAY INITIATE RS : RELAY STATION
MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY

Power off report format

The report begins with the following messages:

DOCUMENT IN MEMORY LOST

The message is followed by a Scanned Document Log indicating the following information for the documents scanned and stored in memory when power was lost:

NOTE: The report lists a maximum of 19 destinations for any document. If a document was programmed for transmission to more than 19 destinations, some destinations do not appear on the report.

Column Name	Description
No.	Displays the file number automatically assigned when a document is stored to memory. When a document is scanned into memory or received into memory, the next available number is assigned. Numbers can go from 1-999 (after 999, it restarts with 1). Documents are listed in order of entry into memory. When the document is successfully transmitted or deleted, the number and its associated document information are removed from the report.
Remote Station	Contains one of the following entries (in order of priority of appearance): • Remote name • Dial directory number • Telephone number If a one-touch/speed dial number is used, “OT/SD” is indicated in the far left of the column. If a document was scanned to a mailbox, this column is blank. If a document is scanned for a store and forward operation, only one No., Entry Time, #Pages, Size, Type, and Name entry is listed for the entire group (Delayed Time may be different).

Column Name	Description
Entry Time	Time that job was stored to memory.
#Pages	Total number of pages stored for a job.
Size	Percentage of memory used by this document.
Type	Contains one of the following entries: • RI - Relay initiate • SF - Store and forward • PD - Polled If the document was not stored to memory for one of the above operations, this column is blank.
Delayed Time	If specified, the time for the delayed start operation. Otherwise, this column is blank.
Name	In secure mode (By Account), displays one of the following, in order of priority of appearance: • User name • Mailbox number • Blank if none is assigned

The Receive Document Log follows the Scanned Document Log. It contains the following information about documents stored in memory for relay send and polling (a remote) operations:

Column Name	Description
No.	Displays the file number automatically assigned when a document is stored to memory. When a document is scanned into memory or received into memory, the next available number is assigned. Numbers can go from 1-999 (after 999, it restarts with 1). Documents are listed in order of entry into memory. When the document is successfully transmitted or deleted, the number and its associated document information are removed from the report.
Remote Station	Contains one of the following entries (in order of priority of appearance): • Remote name • Dial directory number • Remote machine ID number
Entry Time	Time that job was stored to memory.
#Pages	Total number of pages stored for a job.
Size	Percentage of memory used by this document.
Type	Contains one of the following entries: • PG - Polling • MP - Multipolling • RS - Relay station If the document was not stored to memory for one of the above operations, this column is blank.
Name	Displays one of the following, in order of priority of appearance: • User name • Mailbox number This column is blank if a document was received to memory (not a mailbox).

Relay send report

This report lists the results for end station transactions of a relay send operation at the relaying station. The initiating station does not produce or receive this report.

To print report

The terminal can be set up to automatically print a relay send report upon completion of a relay send operation. Refer to *Report Options* in this chapter for instructions on setting up the terminal for automatic printing of this report.

Sample relay send report

RELAY SEND REPORT

DATE/TIME 3-1-90 2:52PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
001	PONTIAC	10-15-90 10:23AM	9'40"	014/014	48 EC RS	COMPLETED 4800
002	203	11:46AM	9'40"	010/017	48 EC RS	COMMUNICATION ERROR E205 2400 0514
					MB	11,12,13,14,15,16,17
003	1234567890	2:22PM	19'45"	000/000	EC RS	CALL UNSUCCESSFUL OP24 036B
004	DEWEY CHETUM	3:35PM	10'40"	014/014	EC RS	COMPLETED 9600
005	WESCOTT	2:22PM	19'45"	014/014	EC RS	COMPLETED
					MB	9600
		TOTAL	1:09'30"	052/059		

DIAL GROUP

No.	DIRECTORY NUMBERS
020	001 002 003
040	004 005

NOTE :

No.	: DIRECTORY NUMBER	48	: 4800BPS SELECTED	EC	: ERROR CORRECT	G2	: G2 COMMUNICATION
PD	: POLLED BY REMOTE	SF	: STORE & FORWARD	RI	: RELAY INITIATE	RS	: RELAY STATION
MB	: SEND TO MAILBOX	PG	: POLLING A REMOTE	MP	: MULTI-POLLING	RM	: RECEIVE TO MEMORY

Relay send report format

A send log follows the report header. It indicates the transaction results for each destination in the relay send job in the following format:

Column Name	Description
No.	Dial directory number for the end station.
Remote Station	Remote station identification to which document was sent (Send log) or from which received (Receive log).
Start Time	The date and time at which communication started. *NOTE: The date format is:* *mm-dd-yy (North American market only)* *dd-mm-yy (European market only)*
Duration	Length of communications.
#Pages	Number of pages transmitted or received.
Mode	Records the communications parameters of each activity.
Results	Codes or messages that provide information on successful or unsuccessful completion of activity.

If a dial group was used to define the relay send operation, the Send Log is followed by dial group information as follows:

Column Name	Description
No.	3-digit dial group number
Directory Numbers	3-digit directory numbers included in the specified dial group.

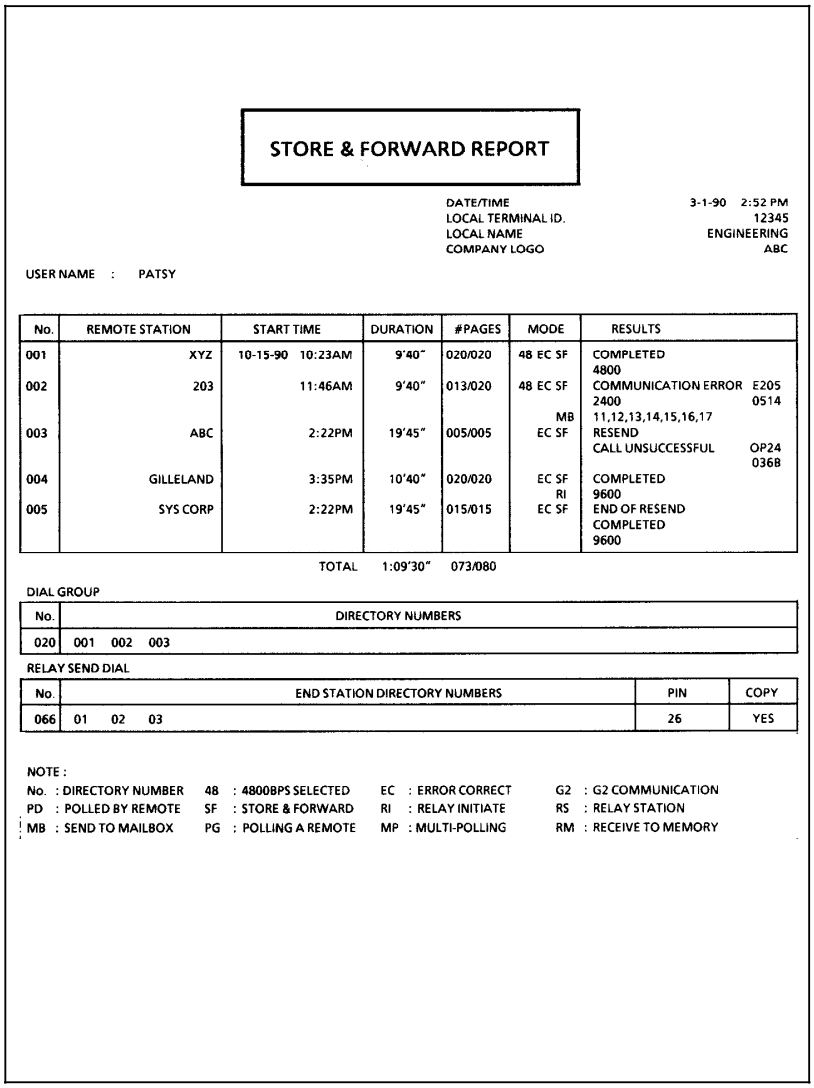
Store and forward report

This report lists the results associated with each destination in the distribution list for a store and forward operation commonly referred to as a broadcast operation.

To print report

The terminal can be set up to automatically print a Store-Forward Report after completion of a store and forward operation. Refer to *Report Options* in this chapter for instructions on setting up the terminal.

Sample store and forward report



STORE & FORWARD REPORT

DATE/TIME 3-1-90 2:52 PM
LOCAL TERMINAL ID. 12345
LOCAL NAME ENGINEERING
COMPANY LOGO ABC

USER NAME : PATSY

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
001	XYZ	10-15-90 10:23AM	9'40"	020/020	48 EC SF	COMPLETED 4800
002	203	11:46AM	9'40"	013/020	48 EC SF MB	COMMUNICATION ERROR E205 2400 0514 11,12,13,14,15,16,17
003	ABC	2:22PM	19'45"	005/005	EC SF	RESEND CALL UNSUCCESSFUL OP24 036B
004	GILLELAND	3:35PM	10'40"	020/020	EC SF RI	COMPLETED 9600
005	SYS CORP	2:22PM	19'45"	015/015	EC SF	END OF RESEND COMPLETED 9600
		TOTAL	1:09'30"	073/080		

DIAL GROUP

No.	DIRECTORY NUMBERS
020	001 002 003

RELAY SEND DIAL

No.	END STATION DIRECTORY NUMBERS	PIN	COPY
066	01 02 03	26	YES

NOTE :

No.	: DIRECTORY NUMBER	48	: 4800BPS SELECTED	EC	: ERROR CORRECT	G2	: G2 COMMUNICATION
PD	: POLLED BY REMOTE	SF	: STORE & FORWARD	RI	: RELAY INITIATE	RS	: RELAY STATION
MB	: SEND TO MAILBOX	PG	: POLLING A REMOTE	MP	: MULTI-POLLING	RM	: RECEIVE TO MEMORY

Store and forward report format

The header is followed by:

Field Name	Description
User Name	Displays only if the terminal is in secure mode. Contains name of assigned account. If no name is assigned, field is blank.

A Send Log follows the Partial Batch display with the following information:

Column Name	Description
No.	Dial directory number
Remote Station	Remote station identification to which document was sent (Send log) or from which received (Receive log).
Start Time	The date and time at which communication started. *NOTE: The date format is:* *mm-dd-yy (North American market only)* *dd-mm-yy (European market only)*
Duration	Length of communications.
#Pages	Number of pages transmitted or received.
Mode	Records the communications parameters of each activity.
Results	Codes or messages that provide information on successful or unsuccessful completion of activity.

If a dial group was used in the store and forward operation, the following is displayed (DIAL GROUP):

Column Name	Description
No.	3-digit dial group number
Directory Numbers	3-digit numbers in the directory that are included in the specified dial group number

If there is a relay send involved in the store and forward operation, the following appears:

Column Name	Description
No.	3-digit dial group number
End Station Directory Number	3-digit numbers of the remote directory that are included in the specified dial group number for relay operation
PIN	Indicates account number for relay send or private mailbox operation. The Personal I.D. Number (PIN) will only be printed if the key operator account number is used.
Copy	Enables the remote relay station to produce a copy of the relayed document.

Transmission report

The Transmission Report indicates the results of a send operation.

To print report

The terminal can be set up with the following options for a Transmission Report:

- Automatically print report after every transmission.
- Automatically print report only after failed transmissions.
- Never print the report.

Refer to *Report Options* in this chapter for instructions on setting up the terminal.

Sample transmission report

(Image of first page reduced 50% in vertical direction.)

TRANSMISSION REPORT

USER NAME : PATSY

THIS DOCUMENT WAS CONFIRMED
(REDUCED SAMPLE ABOVE - SEE DETAILS BELOW)

** COUNT **
TOTAL PAGES SCANNED : 011
TOTAL PAGES CONFIRMED : 011
PAGE COUNT : 011

RESULT OF LAST BATCH SENT

*** SEND ***

No.	REMOTE STATION	START TIME	DURATION	#PAGES	MODE	RESULTS
1	XYZ	10-15-90 10:23AM	9'40"	011/011	EC	COMPLETED 9600
		TOTAL	9'40"	011/011		

NOTE :
No. : OPERATION NUMBER 48 : 4800BPS SELECTED EC : ERROR CORRECT G2 : G2 COMMUNICATION
PD : POLLED BY REMOTE SF : STORE & FORWARD RI : RELAY INITIATE RS : RELAY STATION
MB : SEND TO MAILBOX PG : POLLING A REMOTE MP : MULTI-POLLING RM : RECEIVE TO MEMORY

Transmission report format

The top half of the report page contains a reduced image of the first page of the document that was sent.

The image is followed by:

Field Name	Description
User Name	Displays only if the terminal is in secure mode. Name of the user for which the Transmission Report generated.
Send Results Message	Message depends on whether send was successfully completed: • Successful message THIS DOCUMENT WAS CONFIRMED (REDUCED SAMPLE ABOVE - SEE DETAILS BELOW) • Unsuccessful message THIS DOCUMENT WAS NOT CONFIRMED (REDUCED SAMPLE ABOVE - SEE DETAILS BELOW)
Total Pages Scanned	Total number of pages scanned for the operation.
Total Pages Confirmed	Total number of pages sent completely during the operation.
Page Count	Total number of pages entered by operator for the operation (using page count feature). If a page count not entered, this field does not appear on the report.

A Send Log follows the page information. It contains the following information:

Column Name	Description
No.	Activity report line number assigned by the terminal.
Remote Station	Remote station identification to which document was sent (Send log) or from which received document was sent (Receive log).
Start Time	The date and time at which communication started. *NOTE: The date format is:* *mm-dd-yy (North American market only)* *dd-mm-yy (European market only)*
Duration	Length of communications.
#Pages	Number of pages transmitted or received.
Mode	Records the communications parameters of each activity.
Results	Codes or messages that provide information on successful or unsuccessful completion of activity.

Glossary for printing and using the reports

The table below lists and defines the terms on the reports.

Table 6-1. Glossary terms

Term	Name	Meaning
PD	Polled by Remote	Document(s) were polled from the local terminal by a remote terminal.
MB	Send to a mailbox	A send operation to a remote private mailbox.
SF	Store and Forward	Document(s) were stored in memory and then forwarded to a remote terminal.
RS	Relay Station	Document(s) were received from remote terminal and automatically distributed to other remote end station terminals.
RI	Relay Initiate	The local station (terminal) initiated a relay send.
EC	Error Correct	Document(s) were sent/received with Error Correction Mode on.
48	4800 BPS Selected	Documents were sent/received at a forced speed of 4800 Bits Per Second.
96	9600 BPS Selected	Documents were sent/received at a forced speed of 9600 Bits Per Second.

Table 6-1. Glossary Terms (cont)

Term	Name	Meaning
G2	G2 Communications	Document(s) were sent/received in the CCITT Groups 2 mode. 3 minutes per page.
MP	Multipolling	Two or more remote terminals were polled during one job.
RM	Receive to Memory	Document(s) received at local terminal were stored in memory.
PG	Polling a Remote	Document(s) were polled from a remote terminal and received by the local terminal.
No.	Directory Number	A 3-digit directory number (001-150) where telephone numbers to remote terminals are assigned.
No.	Operation Number	An activity number assigned by the terminal. Activities are listed in order.
No.	Document Number	The file number that is automatically assigned by the terminal when a document is entered into memory.

7. Setting Up the Options 7-1

- RS-232 interface option 7-1
- Computer options setup 7-2
- RS-232 mode connections to host computer 7-10
- Printer commands 7-12

7. Setting up the options

This chapter contains directions for setting up the RS-232 interface option.

RS-232 interface option

The ASCII print feature on the terminal provides high speed, quality printing on cut sheet bond paper. The ASCII print feature along with facsimile and copying capability in one device reduces required office space.

The terminal is quieter than daisy wheel printers and most dot matrix printers; print quality is superior to dot matrix printers. The format versatility includes right margin justification, tab settings, paragraph separation, upper and lower case type, one font, six or eight lines per inch, and ten or twelve characters per inch.

Computer options setup

The terminal computer options default settings are preset by the manufacturer. To configure your terminal to interface with your personal computer for ASCII printing, complete the following **recommended settings** that are in **bold print:**

1. Press [Computer Options].

Baud rate setting

*NOTE: The factory default for the baud rate is **19200**.*

2. The following is displayed:

```
BAUD RATE > 1200 , 2400, 4800,
9600,MORE
  PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

   a. If **1200**, **2400**, **4800**, or **9600** is the desired baud rate, press [Enter]. Continue to Step 4.

   b. If you desired another baud rate setting, select **MORE**. The following is displayed:

```
BAUD RATE > 19200, 38400, MORE
  PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

   Press [Select] until the desired choice flashes. Press [Enter]. Continue to Step 4.

   *NOTE: **MORE** returns you to the display in Step 3a.*

Stop bit setting

*NOTE: the factory default for the stop bit setting is **1**.*

4. The following is displayed:

```
      STOP BITS > 1, 1.5, 2
  PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

5. Press [Select] until the desired choice flashes. Then press [Enter].

Parity setting

*NOTE: The factory default for parity is **NON**E.*

6. The following is displayed:

```
     PARITY > EVEN, ODD, NONE
  PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

7. Press [Select] until the desired choice flashes. Then press [Enter].

Bits per character setting

*NOTE: The factory default for bits per character is **8**.*

8. The following is displayed:

```
    BITS PER CHARACTER > 7, 8
  PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

9. Press [Select] until the desired choice flashes. Then press [Enter].

Printer emulation

*NOTE: The factory default for printer emulation is **MODE 1**.*

10. The following is displayed:

```
PRINTER EMULATION > MODE 1, MODE
                    2
  PRESS [SELECT] THEN [ENTER] OR
```

11. Press [Select] until the desired choice flashes. Then press [Enter].

    Refer to Table 7-2 for printer control codes.

Character set setting

*NOTE: The factory default character set is **PC**.*

12. The following is displayed:

```
     CHARACTER SET > NORMAL,
           GRAPHICS, PC
  PRESS [SELECT] THEN [ENTER] OR
```

13. Press [Select] until the desired choice flashes. Then press [Enter].

Line overflow setting

*NOTE: The factory default line overflow is **WRAP**.*

14. The following is displayed:

```
 LINE OVERFLOW > WRAP, TRUNCATE
  PRESS [SELECT] THEN [ENTER] OR
                  [EXIT]
```

15. Press [Select] until the desired choice flashes. Then press [Enter].

Automatic line feed setting

*NOTE: The factory default automatic line feed setting is **ENABLED**.*

16. The following is displayed:

```
AUTOMATIC LINE-FEED > ENABLED,
                      DISABLED
 PRESS [SELECT] THEN [ENTER] OR
```

17. Press [Select] until the desired choice flashes. Then press [Enter].

Character pitch setting

*NOTE: The factory default character pitch setting is **12**.*

18. The following is displayed:

```
CHARACTER PITCH > 5, 6, 10, 12
 PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

19. Press [Select] until the desired choice flashes. Then press [Enter].

    a. If you selected **5** or **6** in step 18, the following is displayed:

```
        LINE PITCH > 3, 4
 PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

Continue to Step 20.

b. If you selected **10** or **12** in step 18, the following is displayed:

```
        LINE PITCH > 6, 8
  PRESS [SELECT] THEN [ENTER] OR
                [EXIT]
```

NOTE: The factory default line pitch is 6.

Continue to Step 20.

Left margin setting

*NOTE: The factory default for characters in the left margin is **0**.*

20. The following is displayed:

```
 CHARACTERS IN LEFT MARGIN > 0
ENTER COUNT THEN PRESS [ENTER]
            OR [EXIT]
```

21. Using the telephone keypad, enter any three-digit number less than 128 (**000** through **127**). Press [Enter].

Characters per text line setting

NOTE: The factory default for characters per text line is 106 (103 for European market).

22. The following is displayed:

```
CHARACTERS PER TEXT LINE > 106
ENTER COUNT THEN PRESS [ENTER]
            OR [EXIT]
```

23. Using the telephone keypad, enter any three-digit number less than 129 (**001** through **128**). Press [Enter].

NOTE: The left margin value plus the characters per text line value cannot be greater than 129.

Text lines in top margin setting

*NOTE: The factory default for the text lines in margin is **4**.*

24. The following is displayed:

```
  TEXT LINES IN TOP MARGIN > 4
ENTER COUNT THEN PRESS [ENTER]
          OR [EXIT]
```

25. Using the telephone keypad, enter any three-digit number less than 128 (**000** through **127**). Press [Enter].

Text lines per page setting

*NOTE: The factory default for text lines per page is **62** (**66** for European market).*

26. The following is displayed:

```
    TEXT LINES PER PAGE > 62
ENTER COUNT THEN PRESS [ENTER]
          OR [EXIT]
```

27. Using the telephone keypad, enter any three-digit number less than 255 (**001** through **254**). Press [Enter].

    NOTE: The Top Margin value plus the Lines per Page value plus the bottom margin must be less than 256.

Text lines in bottom margin setting

NOTE: This selection does not apply when local printing. The bottom margin is determined by the top margin, lines per inch and number of lines per page.

*NOTE: The factory default for the text lines in the bottom margin is **0**.*

28. The following is displayed:

```
TEXT LINES IN BOTTOM MARGIN > 0
 ENTER COUNT THEN PRESS [ENTER]
              OR [EXIT]
```

29. Using the telephone keypad, enter any three-digit number less than 255 (**000** through **254**). Press [Enter].

NOTE: The Top Margin value plus the Lines per Page setting plus the bottom margin must be less than 256.

Columns between tab position setting

*NOTE: The factory default setting for the columns between tab positions is **8**.*

30. The following is displayed:

```
COLUMNS BETWEEN TAB POSITIONS >
                  8
 ENTER COUNT THEN PRESS [ENTER]
```

31. Using the telephone keypad, enter any three-digit number less than the value entered for the Characters per Line (refer to Step 23. Press [Enter].

Tray selection setting

*NOTE: The factory default for tray selection is **UPPER**.*

NOTE: This setting is only applicable if the auxiliary paper tray option is installed. In the European market, all terminals have two trays.

32. The following is displayed:

```
TRAY SELECTION > UPPER, LOWER
PRESS [SELECT] THEN [ENTER] OR
               [EXIT]
```

33. Press [Select] until the desired choice flashes. Press [Enter].

34. The terminal returns to program mode.

RS-232 connections to host computer

The cable must be plugged into the serial communications port (RS-232) of the host computer. On most IBM units and compatibles, the printer port is usually a parallel output and will not work with this option. The default for printer output is usually set to the parallel port until it is redirected to the serial port by a user program or DOS command. The telecopier must be connected to the serial port.

Table 7-1 indicates the signals, circuits, and pin assignments for the cable connections of the RS-232 computer interface option.

Table 7-1. Signal and pin assignments for RS-232 option

Signal name	Pin Assignment	Direction FAX PC
Protective Ground (AGRND)	1	-----
Transmitted Data (TD)	2	
Received Data (RD)	3	
Request to Send (RTS)	4	
Clear to Send (CTS)	5	
Data Set Ready (DSR)	6	
Signal Ground (GND)	7	-----
Received Line Signal (RLS)	8	
	9	(open)
	10	(open)
	11	(open)
	12	(open)
	13	(open)
	14	(open)
	15	(open)
	16	(open)
	17	(open)
	18	(open)
	19	(open)
Data Terminal Ready (DTR)	20	
	21	(open)
Ring Indicator (RI)	22	
	23	(open)
	24	(open)
	25	(open)

PRINTER COMMANDS

For local printing the following parameters affect the printable area on a page :

- Top Margin
- Characters per Line
- Lines per Page
- Left Margin
- Horizontal character pitch (10 or 12 characters per inch)
- Vertical line pitch (6 or 8 lines per inch)
- Tab positions
- Enlarged printing

These parameters can be changed by printer control codes listed in Table 7-2. A printer command is entered when a control code sequence (HEX 1B) is received over the computer interface. When the terminal receives a printer command it will keep printing that way until you tell it to do something different. Any changed parameters are reset to the Computer Options selections programmed from the control panel when the terminal is placed into Computer Control Mode. If the printer command is not recognized (or is invalid) the terminal will ignore the command.

Figure 7-1. Page Format

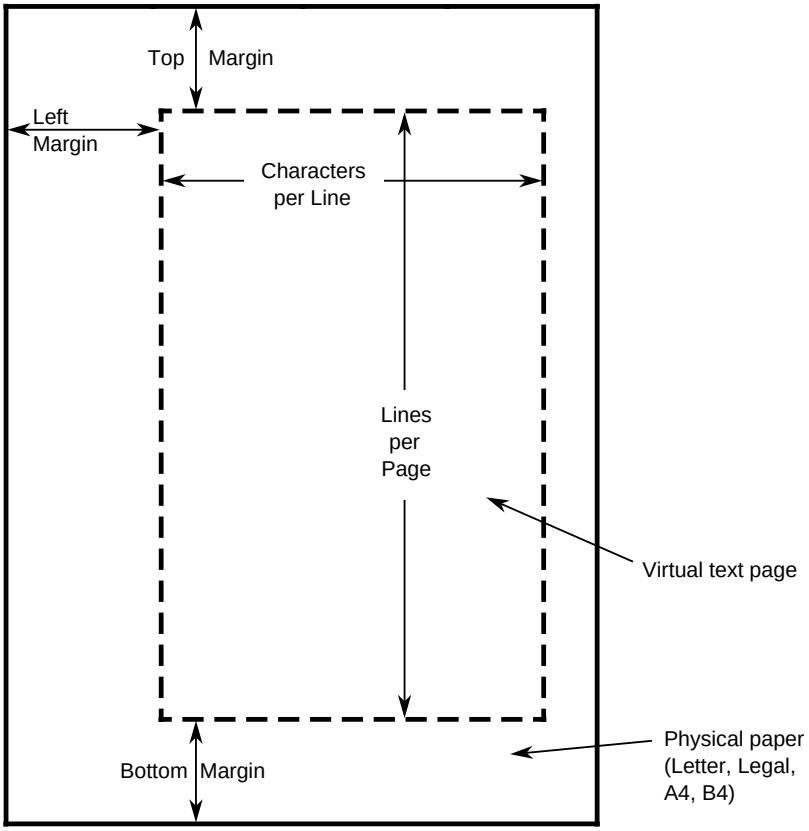


Table 7-2. Control Codes in Hexadecimal

Function	Mode 1	Mode 2
Top Margin Comments: *n* = number of blank text lines to add to the top of a page.	1B 55 *n*	
Bottom Margin Comments: *n* = number of blank text lines to add to the bottom of a page when sending a document.	1B 44 *n*	1B 4E *n*
Left Margin Comments: *n* = left margin character position.	1B 50 *n*	1B 6C *n*
Right Margin Comments: *n* = right margin character position.		1B 51 *n*
Lines per Page Comments: *n* = number of text lines to print on a page.	1B 0C *n*	1B 43 *n*
Characters per Line Comments: *n* = number of characters per line.	1B 53 *n*	
Horizontal Tabs Comments: *n* = a series of bytes. For Mode 1 the first byte informs of the number of tab positions. The following bytes are the tab locations. For Mode 2 each byte is a tab location and a null character (00) is used for the last byte.	1B 31 *n*	1B 44 *n*
Character Pitch 10 cpi (5 cpi)*	1B 63 0A	1B 50
Character Pitch 12 cpi (6 cpi)*	1B 63 0C	1B 4D
Line Pitch 6 lpi (3 lpi)*	1B 6C 06	1B 32
Line Pitch 8 lpi (4 lpi)*	1B 6C 08	1B 30
Auto Line Feed Enabled	1B 43	
Auto Line Feed Disabled	1B 4C	
Line Overflow Wrap	1B 57	
Line Overflow Truncate	1B 77	
Normal Character Set (base terminal character set)	1B 4E	
Graphics Character Set	1B 47	
IBM PC Character Set	1B 49	
Change to Mode 1		1B 1B 00
Change to Mode 2	1B 1B 01	
Enlarged Printing Enabled*	1B 45	1B 57 01
Enlarged Printing Disabled	1B 65	1B 57 00

* Note: 5/6 cpi and 3/4 lpi applies when Enlarged printing is enabled

8. Maintaining Your Terminal

- Supplies 8-2
- Routine maintenance 8-4
- When paper out or low paper detected 8-4
- When donor out detected 8-4
- When donor film replaced (or monthly) 8-4
- Loading the paper tray 8-8
- Replacing the donor film 8-9

Supplies

Table 8-1 below lists the paper recommended for use with the terminal.

Table 8-1. **Recommended recording paper**

Part Description	Xerox Part Number
Xerox 10 series smooth paper (8 1/2 x 11)	3R54
Xerox 10 series smooth paper (8 1/2 x 14)	3R83
Xerox 4024 smooth paper (8 1/2 x 11)	3R2675
Xerox 4024 smooth paper (8 1/2 x 14)	3R2677
Xerox 10 series dual purpose paper (8 1/2 x 11)	3R2950
Xerox 10 series dual purpose paper (8 1/2 x 14)	3R2954
Xerox 4024 dual purpose paper (8 1/2 x 11)	3R721
Xerox 4024 dual purpose paper (8 1/2 x 14)	3R727

Table 8-2 below lists additional supplies for use with the terminal.

Table 8-2. **Additional supplies**

Part Description	Xerox Part Number
Imaging cartridge kit	8R3687 (Legal/letter size, North American market) 97K96150 (A4 size, European market)
Imaging cartridge refill	8R3683 (North American market) 3R96523 (A4 size, European market) 3R96524 (B4 size, European market)
Job cards	45K95250 (Letter size, North American market) 45K95080 (A4 size, European market)
One touch label	45E96412
Lens and mirror cleaner	43H12
Xerox clean-ups	43P67

Routine maintenance

This section discusses routine maintenance procedures.

When paper out or low paper detected

- Add paper. Refer to *Loading the paper tray* in this chapter.

When donor out detected

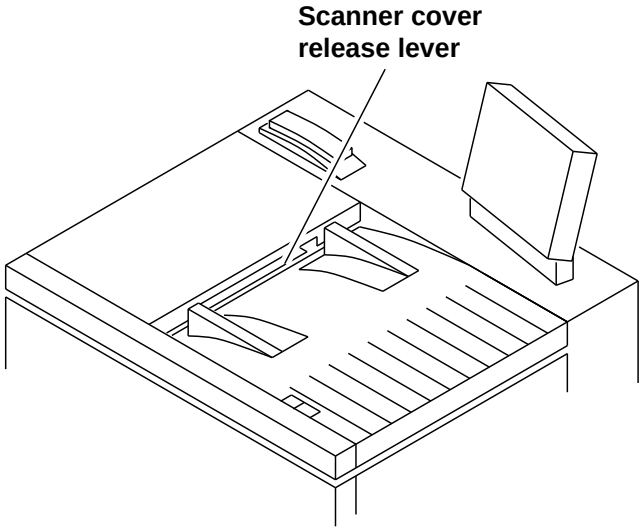
- Check the donor film and replace when necessary. Refer to *Replacing the donor film* in this chapter for directions.

When donor film replaced (or monthly)

Perform the following checks each time the donor film is replaced. If the donor film is not replaced monthly, perform these checks monthly. Use Xerox clean-ups for all cleaning.

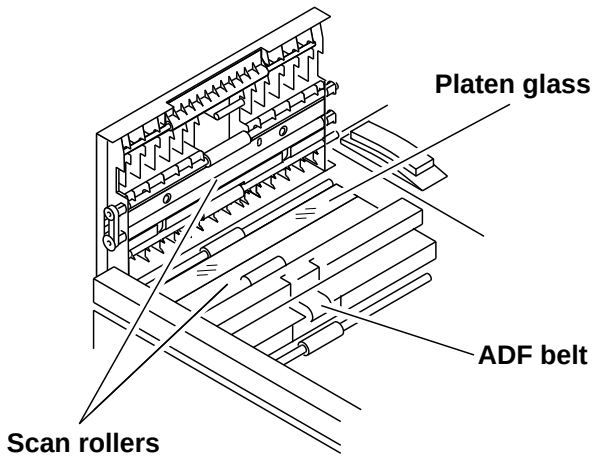
1. Open the scanner cover by pressing on the scanner cover release lever, as displayed in Figure 8-1.

Figure 8-1. **Location of scanner cover release lever**



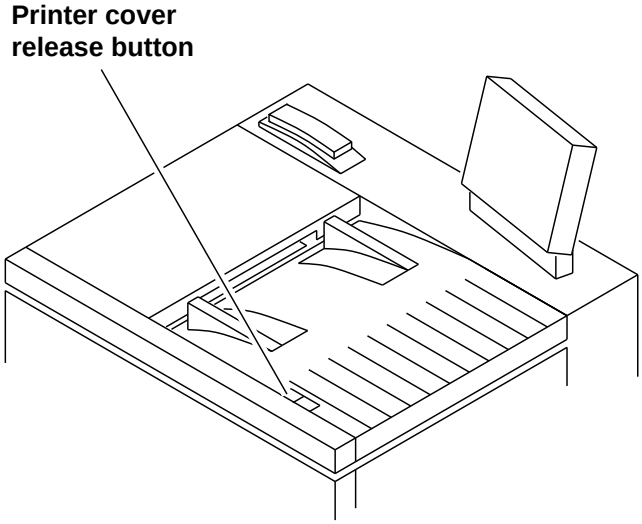
2. Clean surface of the scan rollers, platen glass, and the ADF belt.

Figure 8-2. **Location of scanner area components**



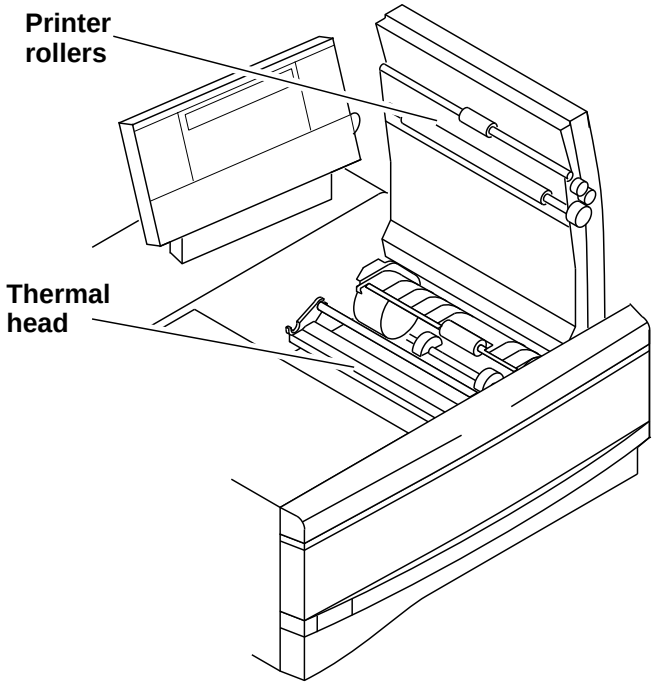
3. Close the scanner cover by pressing it down firmly until it latches.
4. Open the printer cover door by sliding the printer cover release button to the right.

Figure 8-3. **Location of printer cover release button**



5. Clean the thermal head and printer rollers.

Figure 8-4. **Printer area components**



6. Close the printer cover by pressing it down firmly until it latches.
7. Check the exterior of the machine and clean when necessary.

Loading the paper tray

To load paper in a paper tray, perform the following steps:

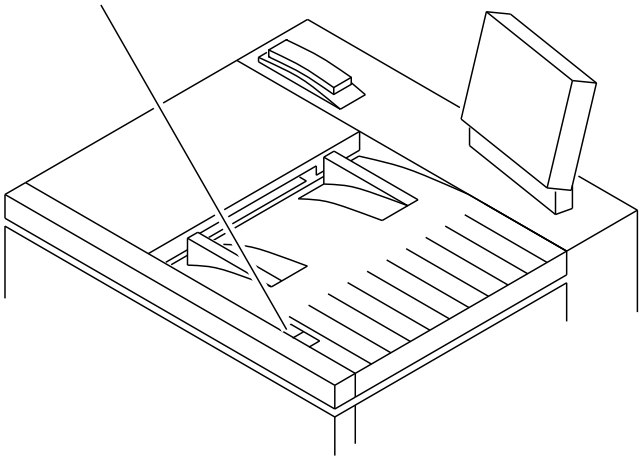
1. Slide out the paper tray.
2. Press down to latch the metal tray.
3. Insert paper between metal guides up to fill line. If necessary, adjust the paper length block.
4. Close tray.

Replacing the donor film

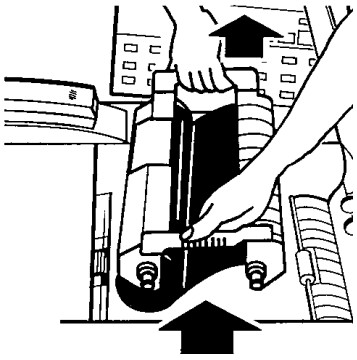
To replace the donor film, perform the following steps:

1. Open the printer cover door by pressing the printer cover release button.

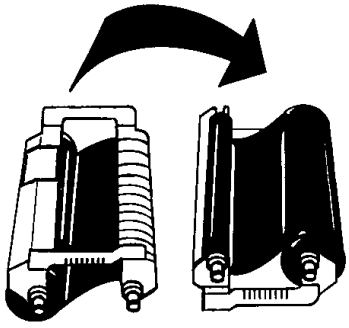
Printer cover release button



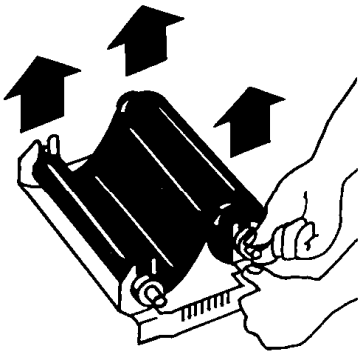
2. Grasp the carrier by its handles, and lift it straight up out of the terminal.



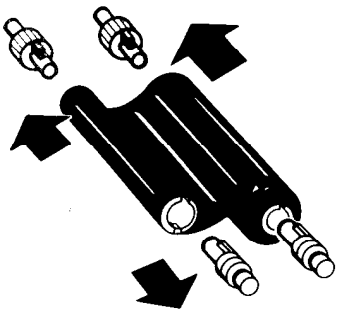
3. Set the carrier down on a work surface, and then turn it over.



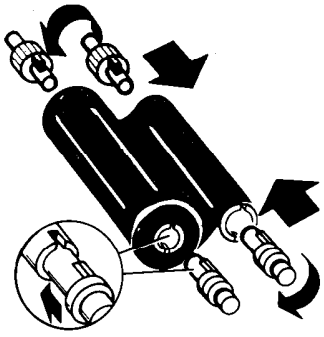
4. While pressing down on the carrier handle, snap each spindle out of its slot. Note that the take-up roll (the bigger one) is on the right.



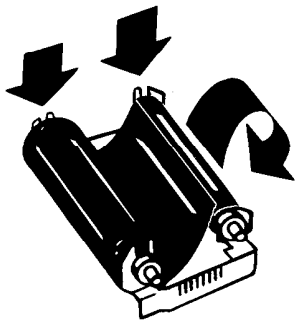
5. Remove the rolls from the carrier and slide the spindles out of the rolls.



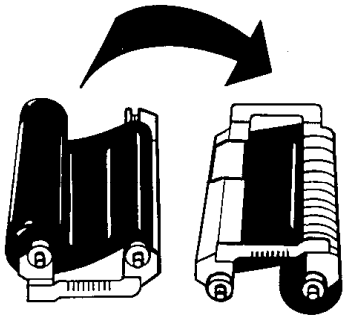
6. Insert the spindles into the new rolls. Make sure that the keys on the spindles slide all the way into the slots in the ends of the rolls.



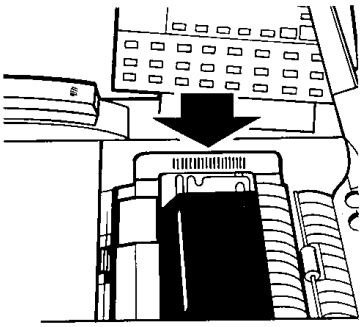
7. Place fresh donor and take-up rolls in the carrier (the bigger one is on the left now). Press down firmly on each spindle to snap it into place. Rotate the take-up roll clockwise until the blue leader has been rolled up.



8. Turn the carrier right side up (the bigger roll should now be on the right). The geared spindles (red and blue) should be at the ends of the rolls farthest from you with the red spindle on the take-up side (left).



9. Grasp the carrier by its handles and replace it in the terminal.



9. Solving Problems 9-1

- Operator fault codes/error messages 9-2
- How to troubleshoot an error 9-2
- Requesting assistance 9-3
- Error messages 9-4
- Error messages without error codes 9-4
- Error code procedures 9-20
- Clearing a paper jam 9-27
- Diagnostics 9-28
- A. Self test 9-29
- B. Remote test enable 9-30

9. Solving problems

Chapter 9 contains information about the following:

- Error messages
- Clearing a paper jam
- Diagnostics

Operator fault codes/error messages

How to troubleshoot an error

This terminal has many internal tests that check for normal operation. If a problem is detected, the terminal records and displays a four character, alphanumeric error code. Multiple codes can occur for a single problem; they can be useful in isolating the cause of the problem. When an error message appears on the display, do the following:

1. Record the error codes observed in the lower right hand corner of the control panel display.
2. Check the last transaction.
    a. If an error code occurred during a send, receive, or poll operation and was not noticed on the display run an Activity Report (refer to *Activity Report* in Chapter 6) or locate the Transmission Report. The error code will be recorded on the report.
    b. Note any error codes listed with the last transaction having problems.
3. Run diagnostics.
    a. If possible, perform diagnostic self test (refer to *Diagnostics* in this chapter).
    b. If an error code is indicated on the control panel display during self test, record the code. Then, press the Start button to continue with the diagnostic test.

4. Refer to *Error messages* in this chapter.

   NOTE: FC, FP, and OP prefix codes are easier and more specific to diagnose. E prefix codes are usually more complex and normally require technical assistance, if the problem continues. Therefore, if multiple codes occur, follow the procedures for the E prefix codes last.

   a. Locate under *Error messages* the code(s) that were recorded in steps 1 through 3.

   b. Perform the possible solution procedures. Some solutions refer to a procedure number. These are found in Table 9-1 following error messages.

   c. Check to see if the problem has been corrected.

5. If the problem persists after all recommended procedures have been performed, call for assistance (refer to *Requesting Assistance* below).

Requesting assistance

1, Before calling for assistance, record any message codes which were displayed and record the serial number of your terminal.

   Serial number _____

   NOTE: The serial number is recorded on the customer assistance label. It is also contained on the serial number plate.

2. Use the telephone attached to the terminal and call the customer support center at the following telephone number:

   In United States: 1 + (800) 527-0214
   In Canada:

In Toronto Area:	477-9912
Other than area 416:	1-800-387-0448
Quebec:	1-800-387-4300
Canada other than above:	1-800-387-4311

Error messages

The following pages contain a list of fault codes and corresponding error messages. A possible solution for the problem follows each error indication. The error code procedures are found in Table 9-1 of this chapter.

Error messages without error codes

HARD DISK FAILURE
SEE OPERATOR MANUAL

Solution:

Perform procedure 14.

SRAM FAILURE
SEE OPERATOR MANUAL

Solution:

Perform procedure 15.

C prefix messages

C001 to C011 ERROR DETECTED - TRY OPERATION AGAIN
CONSULT MANUAL

Solution:

- Perform procedure 1.
- If the terminal has the encryption or RS232 option

Perform procedure 2.

E prefix messages

E003 to E036 ERROR DETECTED - TRY OPERATION AGAIN
CONSULT MANUAL

Solution:

Perform procedure 1.

In some cases, the error message for E035 is:

CALL UNSUCCESSFUL - WAITING FOR REDIAL
TO CANCEL, SELECT PENDING JOB

Solution:

An incoming call was detected at the same time of a autodial operation. No corrective action required. The terminal will start at the redial timeout.

E042 ERROR DETECTED - TRY OPERATION AGAIN
CONSULT MANUAL

Solution:

Perform procedure 3.

E060 and E061 ERROR DETECTED - TRY OPERATION AGAIN
CONSULT MANUAL

Solution:

Perform procedure 1.

E200 to E204 COMMUNICATIONS ERROR -
SELECT 4800 BPS - TRY AGAIN

In some cases, the error message for E200 is:

DIALING ERROR - TRY AGAIN

In some cases, the error message for E200, 201, and 203 is:

COMMUNICATION ERROR - WAITING FOR RESEND
TO CANCEL, SELECT PENDING JOB

Solution:

Perform procedure 3.

E205 POSSIBLE DATA DISTORTION -
PLEASE CHECK WITH REMOTE OPERATOR

Solution:

Perform procedure 3.

E206 COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Solution:

Perform procedure 3.

E210 and E211 COMMUNICATIONS ERROR -
ASK REMOTE OPERATOR TO TRY AGAIN

Solution:

Perform procedure 3.

E212 POSSIBLE DATA DISTORTION -
PLEASE CHECK COPY QUALITY

Solution:

Terminal detected errors. Check copy quality and make sure the correct number of pages were received.

E213 COMMUNICATION ERROR - WAITING FOR RESEND
TO CANCEL, SELECT PENDING JOB

Solution:

Remote was unable to continue receive operation, terminal will retry automatically. No corrective action required.

In some cases, the error message for E213 is:

COMMUNICATIONS ERROR -
PLEASE - TRY AGAIN

Solution:

Perform procedure 3.

E220 to E223 COMMUNICATIONS ERROR -
ASK REMOTE OPERATOR TO TRY AGAIN

Solution:

Perform procedure 3.

E233 to E235 ERROR DETECTED - TRY OPERATION AGAIN -
CONSULT MANUAL

Solution:

- Remote diagnostic errors. The test center will provide assistance.
- Normal indication if remote diagnostics is disabled or remote terminal is not compatible.

E240 to E242 COMMUNICATION ERROR - WAITING FOR RESEND
TO CANCEL, SELECT PENDING JOB

Solution:

Terminal detected errors and will retry automatically. No corrective action required.

In some cases, the error message for E240, E241, and 242 is:

COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Perform procedure 3.

E243 to E248 COMMUNICATIONS ERROR -
ASK REMOTE OPERATOR TO TRY AGAIN

Solution:

Perform procedure 3.

In some cases, the error message for E247 is:

COMMUNICATION ERROR - WAITING FOR RESEND
TO CANCEL, SELECT PENDING JOB

Solution:

Terminal detected errors and will retry automatically. No corrective action required.

E250 to E260 COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Solution:

Perform procedure 3.

E261 and E262 COMMUNICATIONS ERROR -
ASK REMOTE OPERATOR TO TRY AGAIN

Solution:

Perform procedure 3.

E263 COMMUNICATION ERROR - WAITING FOR RESEND
TO CANCEL, SELECT PENDING JOB

Solution:

Terminal detected errors and will retry automatically. No corrective action required.

In some cases, the error message for E263 is:

COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Solution:

Perform procedure 3.

E265 COMMUNICATIONS ERROR -
ASK REMOTE OPERATOR TO TRY AGAIN

Solution:

Perform procedure 3.

E266 COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Solution:

Perform procedure 3.

E270 COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Solution:

Perform procedure 13.

E405 to E407 ERROR DETECTED - TRY OPERATION AGAIN - CONSULT MANUAL

Solution:
Perform procedure 2.

E420 to E443 (No Display Message)

Solution:
Perform procedure 2.

E600 and E601 SCANNER ERROR - CLEAN PLATEN GLASS AND ROLLER - TRY OPERATION AGAIN

Solution:

- Check scanner area for any obstructions.
- Clean platen glass and platen roller.
- Try operation again

E603 to E840 ERROR DETECTED - TRY OPERATION AGAIN - CONSULT MANUAL

Solution:
Perform procedure 1.

FC prefix messages

FC01 to FC63 ERROR DETECTED - TRY OPERATION AGAIN - CONSULT MANUAL

Solution:

Perform procedure 1.

FC70 to FC78 ERROR DETECTED - TRY OPERATION AGAIN - CONSULT MANUAL

Solution:

Perform procedure 2.

FP prefix messages

FP00 to FP63 ERROR DETECTED - TRY OPERATION AGAIN - CONSULT MANUAL

Solution:

Perform procedure 1

FP64 HARD DISK FAILURE
SEE OPERATOR MANUAL - CALL SERVICE

Solution:

Perform procedure 14

FP65 to FP70 ERROR DETECTED - TRY OPERATION AGAIN - CONSULT MANUAL

Solution:

Perform procedure 1

OP prefix messages

OP00 OPERATION ERROR -
CONSULT MANUAL

Solution:

- Ensure job cards are separated by documents.
- Perform procedure 5.

OP01 PLEASE CHECK PAPER SIZE -
TRY OPERATION AGAIN

Solution:

- Check paper size block in paper tray
- Perform procedure 8.

In some cases, the error message for OP01 is:

THIS LOCAL MAILBOX OPTION
IS NOT PERMITTED WITHIN A GROUP

Solution:

A public mailbox location can not be used in a group dial.

In some cases, the error message for OP01 is:

OPERATION ERROR -
CONSULT MANUAL

Solution:

Perform procedure 4.

OP03 TELEPHONE NUMBER ENTERED INCORRECTLY
PLEASE REMOVE ANY # OR * - TRY AGAIN

Solution:

- If the terminal is set to pulse dial the phone number entry may not contain a # or a *.
- If the programming memory is full the entry is not accepted.

OP05 MEMORY IS FULL
CALL KEY OPERATOR

Solution:
Perform procedure 4.

OP06 THERE IS NO INFORMATION AVAILABLE TO REPORT

Solution:

This is a normal indication if there is no information stored in memory to generate a report.

OP10 JOB CARD NOT DETECTED - PLEASE RELOAD JOB IN INPUT TRAY

Solution:

Perform procedure 5.

OP12 JOB CARD NUMBER DETECTED DOES NOT MATCH NUMBER IN JOB MEMORY - PLEASE MATCH

Solution:

Perform procedure 5.

OP13 JOB CARD IS WORN - PLEASE REPLACE WITH NEW JOB CARD

Solution:

Perform procedure 5.

OP15 POSSIBLE JOB CARD JAM IN SCANNER - CONSULT MANUAL

Solution:

Perform procedure 5.

OP17 JOB CARD IS WORN - PLEASE REPLACE WITH NEW JOB CARD

Solution:

Perform procedure 5.

OP22 NO DOCUMENT DETECTED IN ADF - RELOAD ORIGINALS AND TRY OPERATION AGAIN

Solution:

Perform procedure 6.

OP23 DOCUMENT IN SCANNER -
PLEASE CLEAR SCANNER

Solution:

Perform procedure 7.

OP24 MISFEED IN ADF - CLEAN FEED BELT AND
TRY AGAIN

Solution:

Perform procedure 7.

OP25 LONG ORIGINAL OR POSSIBLE JAM IN SCANNER
CONSULT MANUAL

Solution:

Perform procedure 7.

OP30 REPLACE IMAGING - DONOR FILM ROLLS
SEE OPERATOR GUIDE FOR INSTRUCTIONS

Solution:

Replace Donor Film roll, refer to procedures in Chapter 8.

OP31 OUT OF PAPER -
PLEASE FILL PAPER TRAY

Note: This message depends on the number of paper trays. Other messages displayed for the two-tray configuration are:

PLEASE FILL UPPER PAPER TRAY

PLEASE FILL LOWER PAPER TRAY

PLEASE FILL BOTH PAPER TRAYS

Solution:

Perform procedure 8.

OP32 PAPER LOW -
PLEASE FILL PAPER TRAY

Note: This message depends on the number of paper trays. Other messages displayed for the two-tray configuration are:

PLEASE FILL UPPER PAPER TRAY

PLEASE FILL LOWER PAPER TRAY

PLEASE FILL BOTH PAPER TRAYS

Solution:

Perform procedure 8.

OP33 PAPER JAM IN AREA 2 -
PLEASE CHECK/CLEAR

In some cases, the error message for OP33 is :

MISFEED OR JAM IN AREA 1 -
PLEASE CHECK/CLEAR

Solution:

Perform procedure 9.

OP34 MISFEED OR JAM IN AREA 1 -
PLEASE CHECK/CLEAR

Solution:

Perform procedure 9.

OP35 PAPER JAM IN AREA 2 -
PLEASE CHECK/CLEAR

Solution:

Perform procedure 9.

OP36 PAPER JAM IN AREA 3 -
PLEASE CHECK/CLEAR

Solution:

Perform procedure 9.

OP37 PAPER JAM IN AREA 2 -
PLEASE CHECK/CLEAR

Solution:

Perform procedure 9.

OP38 PAPER JAM IN AREA 3 -
PLEASE CHECK/CLEAR

Solution:

Perform procedure 9.

OP46 PAPER TRAY IS NOT SET -
PLEASE CHECK PAPER TRAY

NOTE: This message depends on the number of paper trays. Other messages displayed for the two-tray configuration are:

UPPER PAPER TRAY IS NOT SET

LOWER PAPER TRAY IS NOT SET

PAPER TRAYS ARE NOT SET

Solution:

Perform procedure 8.

OP49 (No Display Message)

Cause:

The Clear and Stop buttons were pressed to cancel an operation or remove the terminal from the computer mode.

Solution:

No corrective action required

OP50 (No Display Message)

Cause:

A scan or RS232 (If optioned) operation was abandoned due to a power interruption.

Solution:

Perform operation again after checking AC power cord and circuit.

OP51 (No Display Message)

Cause:

A scan or RS232 (If optioned) operation was cancelled because documents were removed from the ADF or the scanner cover was opened.

Solution:

- Check scanner cover is closed.
- Replace documents into the ADF and perform the operation again.

OP62 to OP64 CALL UNSUCCESSFUL
NO DIAL TONE - CHECK TELEPHONE LINE

Solution:

Check connections to telephone line. If possible connect a known good telephone to the telephone line and test.

OP65 CALL UNSUCCESSFUL - WAITING FOR REDIAL
TO CANCEL, SELECT PENDING JOB

Solution:

Remote terminal was busy or did not answer. Terminal will retry automatically. No corrective action required.

In some cases the error message for OP65 is :

AUTO REDIAL ATTEMPTS UNSUCCESSFUL
PLEASE TRY AGAIN - CHECK WITH REMOTE

Solution

Perform procedure 10.

OP66 CALL UNSUCCESSFUL - WAITING FOR REDIAL
TO CANCEL, SELECT PENDING JOB

Solution:

Remote terminal was busy. Terminal will retry automatically. No corrective action required.

In some cases the error message for OP66 is:

AUTO REDIAL ATTEMPTS UNSUCCESSFUL
PLEASE TRY AGAIN - CHECK WITH REMOTE
or
CALL UNSUCCESSFUL
PLEASE TRY AGAIN CHECK WITH REMOTE
or
CALL UNSUCCESSFUL-PLEASE CHECK NUMBER OR
CALL REMOTE OPERATOR

Solution:

Perform procedure 10.

OP67 REMOTE WAS BUSY-WAITING FOR REDIAL
TO CANCEL, SELECT PENDING JOB

Solution:

Remote was busy. Terminal will retry automatically. No corrective action required.

In some cases the error message for OP67 is:

REDIAL COMPLETED-REMOTE STILL BUSY
PLEASE TRY AGAIN - CHECK WITH REMOTE

Solution:

Perform procedure 10.

OP68 TELEPHONE HANDSET IS OFF HOOK -
RESEAT HANDSET - CONSULT MANUAL

Solution:

- Make sure the telephone handset is properly seated in the cradle.
- Perform procedure 1.

OP69 COMMUNICATIONS ERROR -
PLEASE TRY AGAIN

Solution:

Perform procedure 13.

OP70 UNABLE TO COMPLETE OPERATION - SECURE ID
MISMATCH OR STOP PRESSED AT REMOTE

Solution:

Perform procedure 11.

OP71 UNABLE TO RECEIVE - REMOTE NOT READY
PLEASE CHECK WITH REMOTE OPERATOR

Solution:

Perform procedure 11.

OP73 REMOTE CANNOT RECEIVE - PLEASE CHECK WITH
REMOTE OPERATOR OR TRY AGAIN

Solution:

Perform procedure 12.

OP74 OPERATOR DID NOT RESPOND TO RECALL
JOB WAS CANCELED

Solution:

Operator actions are required during the transaction. Try operation again, responding to the display messages during the operation.

OP76 REMOTE CANNOT RECEIVE - PLEASE CHECK WITH
REMOTE OPERATOR OR TRY AGAIN

Solution:

Remote is not a authorized terminal. Transactions are possible to network terminals only.

OP77 UNABLE TO COMPLETE OPERATION - SECURE ID MISMATCH OR STOP PRESSED AT REMOTE

Solution:

- This is a normal indication if a mailbox is polled and is empty.
- Check for correct remote ID number.
- Perform procedure 12

OP78 CALL FOR VOICE REQUEST WAS NOT HONORED THE JOB WAS NOT COMPLETED

In some cases the error message for OP78 is:

CALL FOR VOICE REQUEST WAS NOT HONORED
THE JOB WAS COMPLETED

Solution:

A voice request was made and no operator action was taken. No corrective action required unless the operation was not completed. Retry remaining documents.

OP80 SCANNER COVER IS OPEN - PLEASE CLOSE COVER

Solution:

- Check and make sure the scanner cover is closed.
- Perform procedure 7.

OP81 PRINTER COVER IS OPEN - PLEASE CLOSE COVER

Solution:

- Check and make sure the printer cover is closed.
- Perform procedure 9.

OP83 RIGHT HAND COVER IS OPEN - PLEASE CLOSE COVER

Solution:

Check and make sure the right hand side cover is closed.

Error code procedures

Refer to Table 9-1 below for the procedure to follow as directed by the error message.

Table 9-1. **Error code procedures**

Proc. No.	Description
1	**Operator Action:** • Run Diagnostics • Perform the operation again. • If the problem persists, call for assistance.
2	**Operator Action:** • If the terminal is equipped with an option which has external cables (ie: RS232, encryption, etc.) , check cable connections between the terminal and external equipment. • Perform the operation again. • If the problem persists, call for assistance.
3	**Cause:** A communications error occurred which prevented a successful operation. **Operator Action:** • Call the remote operator and check the following: - The number of originals that were successfully transmitted from either terminal. - The CCITT Group classification, the make and model of the remote terminal (this terminal is not Group 1 compatible). - The condition of the remote terminal (for example: no paper, paper jams, supplies problem, power failure, etc.). • Problem may be due to poor telephone line connections. Try again or try selecting 4800 BPS (refer to *Communication mode* in Chapter 5). • If resend feature is selected the terminal will automatically perform resend operation until limits have timed out. If timed out, retry the operation.

Table 9-1. **Error code procedures (cont.)**

Proc. No.	Description
4	**Cause:** The terminal entered a memory overflow or programming error. **Operator Action:** • If sending, input the original documents in smaller batches. • If receiving, check terminal for sufficient supply of paper and donor film. Examine the Activity Report for last receive transaction. Then, check with the remote operator to see if all sheets in the last transaction were correctly received. • Print a pending job report. Delete any pending jobs that are not required. Mailboxes may be checked and cleared to provide memory space. • If in a program mode, check limits of data being entered.

Table 9-1. **Error code procedures (cont.)**

Proc. No.	Description
5	**Cause:** A send or receive operation is entered in job reserve and the terminal did not correctly detect the job reserve card. **Operator Action:** • Check the card number. • Check job reserve to see that instructions were entered correctly for that number (refer to *Job reserve feature* in Chapter 5 to check or enter job card information). • Inspect the job card for wear. • If job card is good, clean the ADF and scanner. Refer to *Routine maintenance* in Chapter 8. • Job cards can read in any lengthwise orientation. - Reload the job card in the ADF with the card either upside down or backwards from the previous orientation. - Check that the card is positioned fully forward in the ADF. - Load the appropriate originals and try the operation again. • If the problem persists or the card is worn, try entering the job under another card and/or try a new card.
6	**Cause:** No document detected in the ADF when attempting to send. **Operator Action:** • Ensure that the original is positioned fully forward in the ADF.

Table 9-1. **Error code procedures (cont.)**

Proc. No.	Description
7	**Operator Action:** • Check scanner cover. Make sure it is completely closed and latched. • If sending or copying originals longer that 24 inches (600 mm). Refer to *Long original transmissions/scan* in Chapter 5. • Remove any originals from the ADF and scanner. Refer to *Routine maintenance* in Chapter 8. • Inspect all original documents for damage. • Try the operation again. • If misfeeds or jams persist, clean the ADF and scanner. Refer to *Routine maintenance* in Chapter 8.
8	**Operator Action:** • Check the amount of paper in the cassette(s). Add paper if amount is less than 35 sheets. • Check the setting of the paper size actuators in the paper tray. • Check the amount of and correct size of paper in the cassette(s). Add paper if amount is less than 35 sheets. • Ensure that the paper cassette(s) is completely inserted in the terminal. Push the paper cassette(s) into the terminal until you hear a click and the cassette(s) snaps in place.
9	**Operator Action:** • Check that the printer cover was completely closed and latched. • Remove any jammed paper in the printer. Refer to *Clearing a Paper Jam* section in this chapter. • Inspect the paper in the cassette(s). Discard any bent, creased, or torn sheets. • Try the operation again. • If misfeeds or jams persist, clean the printer. Refer to *Routine maintenance* in Chapter 8.

Table 9-1. **Error code procedures (cont.)**

Proc. No.	Description
10	**Cause:** The remote terminal does not answer or is busy. **Operator Action:** • Verify that the remote telephone number is correct as dialed. • Try the operation again. • If unsuccessful, call the remote operator to check remote terminal.
11	**Cause:** • The remote terminal is unable to be polled or does not respond to a polling request. • The remote terminal did not respond to a voice request. • The remote terminal disconnected. (The remote operator may have terminated the operation). • This is a normal indication if Junk Mail Eliminator is on and a unauthorized transaction occurs. **Operator Action:** • If errors were detected when trying to send, perform procedure 6. • Confirm documents are loaded (stored) at remote. • Check setting of secure send and secure poll (Refer to Chapter 5). • Check for correct remote ID number. • Perform procedures to clear memory. Try the operation again or call the remote operator.

Table 9-1. **Error code procedures (cont.)**

Proc. No.	Description
12	**Cause:** • The receiving terminal is unable to receive. The terminal may be out of paper or have a possible paper jam. • A relay send operation was attempted, but the remote terminal does not accept the relay request. • Memory in the receiving terminal may be exceeded. • A mailbox operation was attempted, but the remote terminal does not accept the mailbox request. **Operator Action:** • Check remote terminal capabilities. If compatible, try the operation again.
13	**Cause:** The remote terminal operator entered an invalid touch tone (DTMF) sequence or request. Example: Wrong or invalid account code, wrong or invalid command sequence, no documents in selected mailbox or waited too long. **Operator Action:** • Call the remote operator and verify input sequence and ensure all inputs are valid. • Try the operation again.

Table 9-1. **Error code procedures (cont.)**

Proc. No.	Description
14	**Cause:** A hard disk error occurred which prevented a successful operation. **Operator Action:** • Press [Enter] button. • The display indicates “PRESS [ENTER] TO REFORMAT HARD DISK OR [START] TO DEACTIVATE HARD DISK.” **CAUTION** • All data stored on the hard disk will be lost during a reformat. • Depending upon service actions to restore hard disk operation after a deactivation, data stored on the hard disk may not be lost and can be recovered. • Press [Start] button to deactivate the hard disk. The terminal returns to the idle mode and function with limited memory until the problem can be corrected by service. • If [Enter] was pressed to reformat the hard disk and the problem still exists, press [Start] to allow the terminal to function with limited memory until the problem can be corrected by service.
15	**Cause:** An SRAM failure occurred which prevented a successful operation. *NOTE: Loss of programmed data is possible with SRAM failure.* **Operator Action:** • Press the [Enter] button to return terminal to the idle mode. • Check for program mode data loss and reprogram if necessary. • If problem persists, refer to *Requesting Assistance* in this chapter.

Diagnostics

The diagnostics button allows you to run a self test on the terminal. If the self test is successful, the terminal automatically prints a test pattern.

The button also enables remote maintenance of your terminal by another terminal. If you are unable to run a self test from your terminal, another terminal can direct your terminal to perform a self test (only if your terminal has enabled that feature). A remote test center terminal can call to run diagnostics and perform soft switch adjustments on the local terminal.

To perform diagnostics, do the following:

1. Open the control panel door.
2. Press [Diagnostics]. The following is displayed:

```
TEST > SELF TEST, REMOTE TEST
ENABLE
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until the desired choice flashes.

Selections	Functions
SELF TEST	Directs the terminal to execute a self test.
REMOTE TEST ENABLE	When enabled allows a remote test center terminal to direct the local terminal to execute a self test.

4. Press [Enter]. Refer to the table below for the next action:

If you selected:	Go to:
SELF TEST	A
REMOTE TEST ENABLE	B

A. SELF TEST

1. The self test executes:
   a. The letters of the alphabet briefly display and then are blacked out.
   b. **LED TEST** shows on the LCD as the control panel LEDs light one at a time.
   c. The following is displayed:

```
SELF TEST
 RUNNING
```

2. As the self test runs, one of the following occurs:
   a. If the terminal detects an error during the self test, an error message is displayed on the control panel.
   b. If no errors are detected during the self test, the terminal automatically prints a test pattern and the following is displayed:

```
SELF TEST
 COMPLETE
```

After approximately 5 seconds, the terminal returns to program mode.

B. REMOTE TEST ENABLE

1. The following is displayed:

```
REMOTE ENABLE >  OFF , ON
 PRESS [SELECT] THEN [ENTER] OR
[EXIT]
```

2. Press [Select] until the desired choice flashes.

Selections	Functions
OFF	Prevents a remote test center terminal from performing various test functions on your terminal.
ON	Allows a remote test center terminal to perform various test functions on your terminal.

3. Press [Enter]. The terminal returns to program mode.

7032 / 7033 Index - A through L

A

activity report

- automatic printing 6-12
- button description 3-12
- description 3-11, 6-12
- format 6-12
- manual printing 6-12
- sample 6-12

ADF (see automatic document feeder)

alarms (see terminal tones/alarms)

answering a voice request 5-123

auto-answer delay 5-4

automatic document feeder 1-15, 2-2

automatic receive 5-3

automatic redial 5-100

auxiliary paper tray option 2-7

B

brief message

- button description 3-12
- sending 5-8
- setup (in header setup) 5-6
- viewing 5-7

C

Clear button 3-3

clearing mailbox contents 5-65

clearing paper jams 9-27

combining terminal features 3-5

communication

- button description 3-12
- selection 5-9, 5-12

compatibility 1-15

component location 2-2

computer options 7-2

continuous poll 5-17

contrast control

- button description 3-12

function 5-18
setting 5-18
control button tone 3-20
control panel
location 2-2
feature 2-2
function 2-2
copy
availability setup 5-20
button 3-11
making copies 4-10
copy output tray 2-2
copy speed 1-15
customer assistance label 1-9

D

delayed start
button description 3-12
dial directory delayed start 5-33
feature 5-21
setting up 5-21
deleting a pending job 5-86
diagnostics
button description 3-12
remote 9-30
setting up 9-28
dial directory report
button description 3-12
description 6-21
format 6-21
printing 6-21
sample 6-21
dialing
description 4-2
manual 4-3
one-touch 4-3, 4-4
speed 4-4, 4-5

directory setup
button description 3-12
communication 5-33
delayed start 5-33
mailbox 5-25
planning for 5-24, 5-25
relay 5-25
remote ID 5-33
secure send 5-33
setting up 5-25
display (see liquid crystal display)
document guides 2-2
document output tray 2-2
document size 1-16
donor film replacing 8-9
DTMF feature
command sequence 5-48
description 5-48
FaxMaster command support 5-50
used for mailbox retrieve 5-66
used to relay send 5-103
dual access 2-5, 3-5
dual tone multi-frequency (see DTMF)
E
electrical requirements 1-4
voltage 1-5
encryption interface option 2-7
enlargement LED 3-7
Enter button 3-3
environmental requirements 1-5
elevation 1-5
heat dissipation 1-5
humidity 1-5
temperature 1-5
error code procedures 9-20
error messages 9-4
Cxxx messages 9-4

Exxx messages 9-4
FCxx messages 9-4
FPxx messages 9-4
OPxx messages 9-4
messages without codes 9-4
Exit button 3-3
F
features
combining 3-5
features/advantages 2-4, 2-5, 2-6, 2-7, 2-8, 2-9
major 2-4
optional 2-7, 2-8, 2-9
fine resolution 3-7
flip panel functional variation 3-12
flip panel overlay 5-25
G
group setup
button description 3-12
planning for 5-41, 5-42
setting up 5-42
H
halftone 3-7
handset
installation 1-10
location 2-2
option 2-8
overview 2-2
ring volume adjustment 1-14
hard disk drive
failure message 9-2
option 2-8
reformatting 5-51
header setup
button description 3-12
setting up 5-95, 5-98
I
idle mode 3-16

imaging cartridge 8-9
installation 1-9, 1-10, 1-12
customer assistance label 1-9
handset 1-10
line cord 1-10
operator guide 1-9
output trays 1-10
power cord 1-12
verify operation 1-12
invalid input alarm 3-20

J

job cards 5-53
job reserve
cancelling a reserved job 5-58
feature description 5-53
LED 3-7
reserving new job 5-53, 5-56
using a reserved job 5-56, 5-57
viewing a reserved job 5-57
job reserve report
button description 3-12
description 6-28
format 6-28
printing 6-28
sample 6-28
Job Status button 3-11
junk mail eliminator 2-4, 5-59

K

key operator account number
setup 5-116

L

LCD (see liquid crystal display)
LED indicators 3-4, 3-5, 3-7, 3-10
memory available 3-4
operations performed 3-5
status indicators 3-7

upper/lowercase 3-10
line cord installation 1-10
liquid crystal display 3-2
loading paper 1-10
local name 5-62
local terminal ID 5-61
logo 5-15
long original
button description 3-12
feature description 5-64
using 5-64

Clearing a paper jam

To clear a paper jam, perform the following steps:

1. Open the door to the area indicated by the error message on the display. Refer to Figure 9-1 and Table 9-2 below for location of jam areas and access directions.

Figure 9-1. **Location of jam areas**

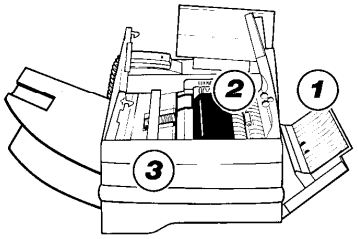


Table 9-2. **Access to jam areas**

Area	Access Directions
1	Open the right side cover and paper tray(s).
2	Open the printer cover.
3	Open both the printer cover (press green lever on top front of terminal), and the scanner cover (pressing the green lever in the center of the cover).

2. Remove the jammed paper from the area indicated.
3. Check paper in the paper tray.
4. Close any open cover by pressing it down until it latches.

7032 / 7033 Index - M through Z

M

mailbox
- assigning numbers 5-73
- clearing contents of 5-65
- feature 2-4
- private 5-66
- public 5-66
- retrieving mail 5-66
- sending mail 5-70, 5-71, 5-73
- setting up in dial directory 5-73
- setting up in terminal options 5-121

mailbox/relay button use 5-104, 5-106

mailbox/relay LED 3-7

mailbox report
- description 6-31
- format 6-31
- printing 6-31
- sample 6-31

mailbox/account number report
- description 6-34
- format 6-34
- printing 6-34
- sample 6-34

maintenance 8-1, 8-2, 8-4, 8-8, 8-9

major features 2-4

manual answer 4-16

manual receive 4-16

master journal report
- description 6-38
- format 6-38
- printing 6-38
- sample 6-38

memory available LED 3-4

memory full treatment 5-76

memory full report

description 6-43
format 6-43
printing 6-43
sample 6-43
memory reallocation 5-82
memory upgrade optIon 2-8
modem communication speeds 1-15
multipoll report
description 6-48
format 6-48
printing 6-48
sample 6-48

0

one-touch dial keys
feature 3-12
operations performed LED 3-4
operator fault codes (see error messages)
operator guide installation 1-9
optional features 2-7, 2-9
auxiliary paper tray 2-7
encryption interface 2-7
hard disk drive 2-7
handset 2-7
memory upgrade 2-7
RS-232 interface 2-7
stand 2-9
options report
description 6-52
format 6-52
printing 6-52
sample 6-52
out of paper receive to memory 5-78
output trays installation 1-10

P

page count 5-85
paper
clearing jams 9-27

loading 1-10, 8-8
tray 2-2
pause
adding a pause 4-7
button 3-11
dial delay 4-7
example 4-7
switch to DTMF 4-7
pending job report
button description 3-12
description 6-57
format 6-57
printing 6-57
sample 6-57
pending job/view delete
button description 3-12
function description 5-86
procedure 5-86
power cord installation 1-12
physical characteristics 1-4
dimension 1-4
weight 1-4
polled mode (send options) 5-45
polling
feature 4-13
procedure 4-13
Poll/Man Rcv button 3-11
power off report
description 6-63
format 6-63
printing 6-57
sample 6-57
print from memory
condition setup 5-80
printer
area components 8-4

commands 7-12
cover 8-4
private mailbox 5-66
procedure completion alarm 3-19
program mode 3-17, 3-18
display timeout 3-17
entering 3-17
exiting 3-18
public mailbox 5-66

R

reallocate memory 5-82
receive options
auto answer delay 5-4
button description 3-12
continuous poll 5-17
feature description 4-15
manual answer 4-16, 5-3
receive reduction 5-93
setting up 4-15, 4-16
receive to memory 5-76
received header
format 5-95
sample 5-95
receiving a document 4-15, 4-16
automatic receive 4-15
manual receive 4-16
recording paper 8-8
recording paper size 1-16
redial automatic
description 5-100
interval 5-101
reduction LED 3-7
reduction ratio 5-93
regulatory notices 1-18, 1-20, 1-22
Canadian data coupler 1-20
Canadian radio noise 1-22

U.S. data coupler 1-18
U.S. radio noise 1-22
relay send
using DTMF feature 5-103
using mailbox/relay button 5-104
relay send report
description 6-68
format 6-68
printing 6-68
sample 6-68
remote diagnostics 9-30
replacing donor film 8-9
Report Options 6-2, 6-4, 6-5, 6-6, 6-7
reports
activity 6-12
dial directory 6-21
glossary for printing and using the reports 6-77
headers 6-11
job reserve 6-28
mailbox 6-31
mailbox/account number 6-34
master journal 6-38
memory full 6-43
multi poll 6-48
options 6-52
pending job 6-57
power off 6-63
relay send 6-68
store and forward 6-72
transmission 6-77
requesting assistance 9-3
requirements site (see site requirements)
resolution 1-16, 3-7, 5-109
fine 3-7
standard 3-7

superfine 3-7
retrieving mail
using DTMF feature 5-66
using mailbox/relay button 5-66
RS-232 interface option 2-8, 7-1, 7-2, 7-10
ring volume adjustment 1-14

S

scanner
components 8-4
cover 8-4
scanning line density 1-17
secure send feature 5-33
Select button 3-3
self test 9-29
send options
button description 3-12
memory full 5-81
page count 5-85
polled mode 5-45
setting up 5-45, 5-46
sending a document 4-17, 4-19
sending mail
to local mailbox 5-73
using DTMF feature 5-71
using mailbox/relay button 5-71
serial computer interface option (see RS-232 interface option)
serial number recording 1-9
shipping carton contents 1-6, 1-7
shipping material removal 1-7
signaling a voice request 5-123
site requirements 1-2, 1-4, 1-5
electrical requirements 1-4
environmental requirements 1-5
physical characteristics 1-4
space requirements 1-2
telephone requirements 1-5
sound control

button description 3-12
listen to dial 5-112
panel tone 5-111, 5-112
setting up 5-110, 5-111, 5-112
speaker volume 5-1, 1-10
space requirements 1-2
Special Character button 3-12
special features LEDs 3-7
specifications 1-15, 1-16, 1-17
automatic document feeder 1-16
copy speed 1-15
compatibility 1-15
document size 1-16
modem communication speeds 1-15
recording paper size 1-16
resolution 1-16
scanning line density 1-17
telephone line required 1-15
type 1-15
speed dial
feature 4-4
button description 3-11
stand option 2-9
standard resolution 3-7
Start button 3-3
status indicators 3-7
original document (contrast) 3-7
original document (halftone) 4-7
Stop button 3-3
store & forward feature 6-72
store & forward report
description 6-72
format 6-72
printing 6-72
sample 6-72
store for polling

button description 3-12
function 5-45
procedure 5-45
superfine resolution 3-7
supplies 8-2
System Reports button 3-12

T

table requirement 1-2
telephone requirements 1-5
terminal defaults
button description 3-12, 5-9, 5-109
setting up 5-9, 5-109
terminal options
button description 3-12
reallocate memory 5-82
reformat hard disk 5-51
setting up user access 5-1, 5-116
setting up user account 5-116
specify copy availability 5-20
specify junk mail elimination 5-59
specify out of paper receive to memory conditions 5-78
specify print from memory conditions 5-80
terminal setup
auto dialing selection 5-100
button description 3-12
local terminal ID 5-61
number of redials 5-100
redial interval 5-101
terminal tones/alarms 3-19, 3-20
control button tone 3-20
invalid input alarm 3-20
operator alert and fall back alarm 3-20
procedure completion alarm 3-19
voice request tones 3-19
time & date
button description 3-12

setting up 5-114
transmission report
description 6-77
format 6-77
printing 6-77
sample 6-77
transmitted header
format 5-95
sample 5-95
Trellis modem 2-5
troubleshooting errors 9-2, 9-3
U
unauthorized repair 1-20
unpacking terminal 1-6, 1-7
upper/lower case
button 3-12
LED 3-7
user access setup 5-116
user account setup 5-116
V
viewing a pending job 5-86
voice request
answering a request 5-123
button description 3-12
feature description 5-123
operator alert and fall back alarm 3-20
signaling a request 5-123
tones 3-19

Sending mail using DTMF

To send mail to a private mailbox using DTMF, do the following:

Send to one mailbox:

*** (3 tones) (Mlbx. No.) ## (3 tones)**

Send to multiple mailboxes:

*** (3 tones) (Mlbx. No.) #(Mlbx. No.) ## (3 tones)**

1. Call the 7032 / 7033 terminal.
2. Press the [*] on the telephone keypad. Three tones from the terminal confirm DTMF mode.
3. Using the telephone keypad, enter a 3-digit mailbox number.
4. Press the [#] twice if one mailbox. Three tones from the remote verify input. If multiple mailboxes, press [#] once and enter the next 3-digit mailbox number. When all mailboxes have been entered, press [#] twice. Three tones from the terminal verify input followed by ready tones.
5. Start normal send operation.

   NOTE: If any of the mailbox numbers do not exist or are public mailboxes, a sequence error is generated (LONG TONE). Press [#] twice on the telephone keypad and return to Step 2.

Sending mail using the Mailbox/Relay button

1. Load the document in the automatic document feeder.
2. Press the Mailbox/Relay button (located under Special Features on the top half of the control panel) until the Mailbox/Relay LED is lit. The following is displayed:

```
 JOB TYPE >  SEND, POLL, CLEAR
MAILBOX
 PRESS [SELECT] THEN [ENTER] OR
```

3. Press [Select] until **SEND** flashes.
4. Press [Enter]. The following is displayed:

```
JOB TYPE >  RELAY SEND, MAILBOX,
                BOTH
 PRESS [SELECT] THEN [ENTER] OR
```

5. Press [Select] until **MAILBOX** flashes.
6. Press [Enter]. The following is displayed:

```
>_
 ENTER MAILBOX OR END STATION
NUMBERS
```

7. Enter the three-digit private mailbox number to which the mail is to be sent. Multiple mailboxes may be entered. This mailbox number must be in the range of 1 to 99 (Example: 001 to 099). Press [Enter].
8. Using the telephone keypad, one-touch, or speed dialing, enter the desired telephone number for the remote terminal. If manually dialing, press [Start].

8. Maintaining your terminal

Regular maintenance is important for the performance of your terminal.

Chapter 8 includes the following topics:

- Supplies
- Maintenance procedures
- Loading the paper tray
- Replacing the donor film

Status indicators

Several LEDs indicate the status of various features. Figure 3-4 shows the location of these LEDs on the Control Panel. Refer to Table 3-3 for a summary of the selections.

Figure 3-4. **Location of Status Indicators**

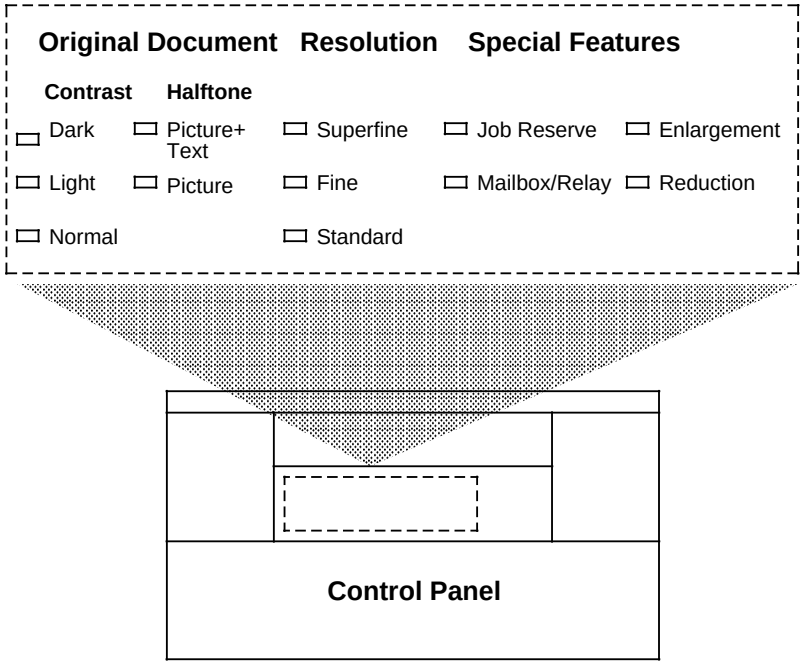


Table 3-3. **Function of Status Indicators**

LED Group	LED Selection	Description
Original Document (Contrast) *	Dark	Select the Dark text setting for transmission or copy of a document which has higher image densities with little contrast to background density areas.
	Light	Select the Light text setting for transmission or copy of a document which has lower than normal image to background density variation.
	Normal	Select the Light text setting for transmission or copy of a document which has normal image to background density variation.
Original Document (Halftone)	Picture+Text	Select this for transmission or copy when neither graphics nor text image is optimum. Provides better representation of text than picture setting. Provides better graphics representation than text contrast settings.
	Picture	Select for transmission or copy of a document containing shades of gray, such as a photograph. Provides the best graphics representation.

* The text contrast settings and halftone settings are mutually exclusive; i.e., text contrast settings are not applicable when you make a halftone selection, and vice versa.

Table 3-3. **Function of Status Indicators (Cont.)**

LED Group	LED Selection	Description
Resolution	Superfine	Selects 300 x 300, 200 x 400 spi (scans per inch) resolution for transmission or copy.
	Fine	Selects 200 x 200 spi (scans per inch) resolution for transmission or copy.
	Standard	Selects 200 x 100 spi (scans per inch) resolution for transmission or copy.
Special Features	Job Reserve	Allows programming of a job reservation for send operations.
	Mailbox/ Relay	Allows selection of such mailbox features as sending, polling or receiving to a mailbox.
	Enlargement	Indicates original document to be enlarged during the copy procedure.
	Reduction	Indicates original document to be reduced during the copy or transmit operation.